



HAMILTON-WENHAM

REGIONAL SCHOOL DISTRICT

**FY21 Tentative
Operating & Debt Service
Leadership Team Budget
As of January 8, 2020**

Operating Assessment Calculation			
Calculation of Individual Town Assessments			
	Hamilton Share		Wenham Share
Operating Budget After Offsets and Revenue Sources	\$	21,052,972	\$ 11,914,413
Debt Service	\$	263,903	\$ 149,349
Net Assessment	\$	21,316,875	\$ 12,063,762

Summary	FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
by DESE Category	Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Administration	\$ 1,160,947	\$ 1,107,495	\$ 1,097,981	8.61	\$ 1,208,488	7.94	\$ 1,298,083	\$ 89,596	7.41%
Capital, Operations, Maintenance	\$ 2,272,715	\$ 2,288,962	\$ 2,221,673	17.86	\$ 2,188,334	17.75	\$ 2,792,458	\$ 604,124	27.61%
Guidance, Counseling, Testing	\$ 1,096,999	\$ 1,067,619	\$ 1,118,011	13.78	\$ 1,132,103	13.78	\$ 1,141,839	\$ 9,736	0.86%
Inst. Materials	\$ 814,330	\$ 831,931	\$ 870,461	-	\$ 901,817	-	\$ 943,533	\$ 41,716	4.63%
Instructional Leadership	\$ 2,847,121	\$ 2,831,552	\$ 3,027,285	31.23	\$ 3,144,508	31.42	\$ 3,064,489	\$ (80,019)	-2.54%
Insurance, Retirement, Other	\$ 3,563,191	\$ 3,933,325	\$ 4,206,515	-	\$ 4,486,189	0.86	\$ 5,286,222	\$ 800,034	17.83%
Other Teaching Services	\$ 2,324,389	\$ 2,266,182	\$ 2,532,491	63.56	\$ 2,589,061	74.38	\$ 3,253,261	\$ 664,200	25.65%
Prof. Dev.	\$ 151,617	\$ 181,488	\$ 171,951	-	\$ 233,944	-	\$ 272,321	\$ 38,378	16.40%
Pupil Services	\$ 1,991,892	\$ 2,055,694	\$ 2,343,752	7.25	\$ 2,596,474	8.97	\$ 2,927,417	\$ 330,943	12.75%
Teachers	\$ 11,390,466	\$ 11,692,876	\$ 12,240,941	157.08	\$ 12,616,826	161.00	\$ 13,559,694	\$ 942,868	7.47%
Tuitions	\$ 2,540,689	\$ 3,209,626	\$ 3,498,978	-	\$ 3,853,666	-	\$ 4,773,395	\$ 919,729	23.87%
Grand Total	\$ 30,154,356	\$ 31,466,748	\$ 33,330,038	299.37	\$ 34,951,408	316.09	\$ 39,312,712	\$ 4,361,304	12.48%

Summary By Site & Support Program	FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
	Actual	Actual	Actual	FTE	Budget	FTE	Budget	\$	%
Buker Elementary School	\$ 2,149,611	\$ 2,247,695	\$ 2,220,140	33.51	\$ 2,280,580	34.62	\$ 2,523,468	\$ 242,888	10.65%
Cutler Elementary School	\$ 2,629,299	\$ 2,634,253	\$ 2,730,842	39.49	\$ 2,750,658	42.91	\$ 2,995,906	\$ 245,249	8.92%
Winthrop Elementary School	\$ 3,191,230	\$ 3,332,011	\$ 3,434,478	55.51	\$ 3,569,844	64.80	\$ 4,021,698	\$ 451,854	12.66%
Miles River Middle School	\$ 4,075,803	\$ 4,179,593	\$ 4,384,171	56.12	\$ 4,478,107	54.67	\$ 4,858,808	\$ 380,701	8.50%
Regional High School	\$ 5,904,216	\$ 5,879,244	\$ 6,164,288	74.79	\$ 6,423,342	74.68	\$ 6,852,822	\$ 429,480	6.69%
Athletics	\$ 336,155	\$ 337,590	\$ 500,785	1.75	\$ 578,143	1.75	\$ 628,260	\$ 50,117	8.67%
Central Office	\$ 2,752,490	\$ 2,741,909	\$ 2,843,761	14.31	\$ 3,067,146	14.02	\$ 3,365,023	\$ 297,877	9.71%
District Maintenance	\$ 721,249	\$ 697,181	\$ 694,292	4.86	\$ 690,913	4.75	\$ 589,264	\$ (101,649)	-14.71%
Fringe Benefits	\$ 3,563,191	\$ 3,933,325	\$ 4,206,515	-	\$ 4,486,189	0.86	\$ 5,286,222	\$ 800,034	17.83%
Special Education	\$ 3,916,834	\$ 4,604,498	\$ 5,284,501	12.04	\$ 5,682,237	16.04	\$ 7,239,616	\$ 1,557,379	27.41%
Technology	\$ 914,277	\$ 879,448	\$ 866,264	7.00	\$ 944,250	7.00	\$ 951,624	\$ 7,374	0.78%
District Totals	\$ 30,154,356	\$ 31,466,748	\$ 33,330,038	299.37	\$ 34,951,408	316.09	\$ 39,312,712	\$ 4,361,304	12.48%

Buker Elementary Programs	Account #	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 FTE	FY20 Budget	FY21 FTE	FY21 Budget	Change FY20 \$	To FY21 %
Administration										
Principal Salary	001.101.2210.1.1.090.100.5	\$ 118,295	\$ 121,203	\$ 110,000	1.00	\$ 112,750	1.00	\$ 115,005	\$ 2,255	2.00%
Clerical Salary	001.101.2210.1.1.090.200.5	\$ 49,114	\$ 50,351	\$ 51,508	0.91	\$ 52,571	1.00	\$ 58,655	\$ 6,084	11.57%
Contracted Services	001.101.2210.1.1.090.400.5	\$ 1,275	\$ 1,298	\$ 2,945	-	\$ 1,000	-	\$ -	\$ (1,000)	-100.00%
Expendable Materials	001.101.2210.1.1.090.500.5	\$ 9,258	\$ 12,390	\$ 7,961	-	\$ 10,000	-	\$ 550	\$ (9,450)	-94.50%
Affiliations/Memberships/PD for Principals	001.101.2210.1.1.090.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 1,522	\$ 1,522	#DIV/0!
Sub Total		\$ 177,942	\$ 185,243	\$ 172,413	1.91	\$ 176,321	2.00	\$ 175,732	\$ (589)	-0.33%
Gen Ed Instruction										
Classroom Teachers Salary	001.101.2305.1.1.099.100.5	\$ 891,234	\$ 889,187	\$ 885,411	12.00	\$ 935,999	12.00	\$ 983,405	\$ 47,406	5.06%
Technology Instructor	001.101.2310.1.1.027.100.5	\$ 76,408	\$ 82,686	\$ 90,186	1.00	\$ 92,215	1.00	\$ 94,059	\$ 1,844	2.00%
Specialist Teachers	001.101.2310.1.1.099.100.5	\$ 159,002	\$ 155,265	\$ 182,092	2.50	\$ 191,474	2.50	\$ 197,999	\$ 6,525	3.41%
Extended Responsibilities	001.101.2315.1.1.029.150.5	\$ 9,342	\$ 8,089	\$ 10,345	-	\$ 14,386	-	\$ 14,679	\$ 293	2.03%
Instructional Aides	001.101.2330.1.1.093.300.5	\$ 50,793	\$ 52,302	\$ 53,653	2.00	\$ 57,736	4.00	\$ 111,097	\$ 53,361	92.42%
Adjustment Counselor	001.101.2710.1.1.041.100.5	\$ 87,590	\$ 89,736	\$ 92,190	1.00	\$ 59,858	1.00	\$ 59,951	\$ 93	0.16%
Sub Total		\$ 1,274,369	\$ 1,277,265	\$ 1,313,877	18.50	\$ 1,351,668	20.50	\$ 1,461,189	\$ 109,522	8.10%
Special Education Instruction										
SPED Teachers	001.101.2310.2.1.099.100.5	\$ 142,526	\$ 153,542	\$ 122,716	3.00	\$ 130,156	3.00	\$ 214,351	\$ 84,195	64.69%
Related Services- OT, PT, SLP	001.101.2320.2.1.099.100.5	\$ 79,462	\$ 83,228	\$ 99,339	1.10	\$ 87,229	0.60	\$ 48,531	\$ (38,698)	-44.36%
SPED TA Salary	001.101.2330.2.1.093.300.5	\$ 133,087	\$ 162,728	\$ 136,071	6.00	\$ 152,966	5.00	\$ 128,326	\$ (24,640)	-16.11%
SPED TA Contracted Services	001.101.2330.2.1.093.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 26,891	\$ 26,891	#DIV/0!
Sub Total		\$ 355,075	\$ 399,498	\$ 358,126	10.10	\$ 370,351	8.60	\$ 418,099	\$ 47,748	12.89%
Supplies/Materials/PD										
Professional Development-Teachers Gen Ed	001.101.2357.1.1.073.600.5	\$ -	\$ -	\$ -	-	\$ 5,150	-	\$ 4,125	\$ (1,025)	-19.90%
Principal Affiliations/Memberships	001.101.2357.1.1.090.690.5	\$ 858	\$ 389	\$ 924	-	\$ 1,554	-	\$ -	\$ (1,554)	-100.00%
Professional Development-Teachers Special Ed	001.101.2357.2.1.500.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 900	\$ 900	#DIV/0!
Inst. Equip.-Math/Tech	001.101.2410.1.1.052.520.5	\$ -	\$ -	\$ -	-	\$ 1,388	-	\$ -	\$ (1,388)	-100.00%
Supplies Materials-Library	001.101.2415.1.1.050.500.5	\$ 207	\$ 190	\$ 314	-	\$ 250	-	\$ 500	\$ 250	100.00%
Inst. Equip.-Library	001.101.2415.1.1.050.520.5	\$ 2,169	\$ 3,524	\$ 2,085	-	\$ 2,500	-	\$ 2,500	\$ -	0.00%
Inst. Equip. Cont. Serv.-Art	001.101.2420.1.1.020.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 400	\$ 400	#DIV/0!
Inst. Equip.-Art	001.101.2420.1.1.020.520.5	\$ 252	\$ 229	\$ 60	-	\$ 250	-	\$ 150	\$ (100)	-40.00%
Inst. Equip.-Literacy	001.101.2420.1.1.034.520.5	\$ 3,103	\$ 4,981	\$ 1,895	-	\$ 3,000	-	\$ 9,700	\$ 6,700	223.33%
Inst. Equip.-Math	001.101.2420.1.1.052.520.5	\$ 947	\$ 216	\$ -	-	\$ 7,833	-	\$ 1,000	\$ (6,833)	-87.23%
Inst. Equip. Cont. Serv.-Music	001.101.2420.1.1.054.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 400	\$ 400	#DIV/0!
Inst. Equip.-Music	001.101.2420.1.1.054.520.5	\$ 500	\$ 473	\$ -	-	\$ 500	-	\$ 4,350	\$ 3,850	770.00%
Inst. Equip.-PE	001.101.2420.1.1.057.520.5	\$ 673	\$ 353	\$ 477	-	\$ 500	-	\$ 500	\$ -	0.00%
Inst. Equip.-Science	001.101.2420.1.1.064.520.5	\$ 448	\$ 13,591	\$ 48	-	\$ 1,000	-	\$ 1,500	\$ 500	50.00%
Inst. Equip.-Social Studies	001.101.2420.1.1.067.520.5	\$ 5,564	\$ -	\$ 192	-	\$ 200	-	\$ 200	\$ -	0.00%
Non-Exp Classroom Equipment	001.101.2420.1.1.099.610.5	\$ 2,037	\$ 5,415	\$ 1,893	-	\$ 2,000	-	\$ 2,000	\$ -	0.00%
Instructional Equipment-SPED	001.101.2420.2.1.099.520.5	\$ 1,920	\$ -	\$ 532	-	\$ 2,000	-	\$ 1,000	\$ (1,000)	-50.00%
Rental/Lease Equipment	001.101.2420.9.1.099.620.5	\$ 12,051	\$ 12,825	\$ 13,635	-	\$ 11,561	-	\$ 14,316	\$ 2,755	23.83%
General Classroom Supplies-Gen Ed	001.101.2430.1.1.099.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 8,700	\$ 8,700	#DIV/0!
General Exp Materials-Art	001.101.2430.1.1.020.500.5	\$ 1,000	\$ 1,001	\$ 1,000	-	\$ 1,000	-	\$ 1,000	\$ -	0.00%
General Exp Materials-Literacy	001.101.2430.1.1.034.500.5	\$ 8,997	\$ 2,824	\$ 4,950	-	\$ 9,000	-	\$ 3,400	\$ (5,600)	-62.22%
General Exp Materials-Math	001.101.2430.1.1.052.500.5	\$ 4,004	\$ 4,257	\$ 37,945	-	\$ 4,612	-	\$ 2,029	\$ (2,583)	-56.01%
General Exp Materials-Music	001.101.2430.1.1.054.500.5	\$ 200	\$ -	\$ -	-	\$ 200	-	\$ 150	\$ (50)	-25.00%

Buker Elementary Programs	Account	FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
	#	Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
General Exp Materials-Science	001.101.2430.1.1.064.500.5	\$ 371	\$ 968	\$ 12,855	-	\$ 12,722	-	\$ 12,722	\$ -	0.00%
General Exp Materials-Social Studies	001.101.2430.1.1.067.500.5	\$ 599	\$ -	\$ 684	-	\$ 600	-	\$ 650	\$ 50	8.33%
General Exp Materials-KDG	001.101.2430.1.5.018.500.5	\$ 1,973	\$ 679	\$ 412	-	\$ 2,000	-	\$ 2,000	\$ -	0.00%
General Classroom Supplies-SPED	001.101.2430.2.1.017.500.5	\$ 589	\$ 444	\$ 281	-	\$ 1,000	-	\$ 500	\$ (500)	-50.00%
Sub Total		\$ 48,463	\$ 52,358	\$ 80,183	-	\$ 70,820	-	\$ 74,692	\$ 3,872	5.47%
Pupil Services										
School Nurse	001.101.3200.1.1.042.130.5	\$ 53,460	\$ 57,822	\$ 62,354	1.00	\$ 66,603	1.00	\$ 72,136	\$ 5,533	8.31%
Contracted Services-Health	001.101.3200.1.1.042.400.5	\$ 130	\$ -	\$ 177	-	\$ 250	-	\$ 150	\$ (100)	-40.00%
Exp Material-Health	001.101.3200.1.1.042.500.5	\$ 899	\$ 572	\$ 474	-	\$ 1,000	-	\$ 600	\$ (400)	-40.00%
Prof. Dev.-Health	001.101.3200.1.1.042.600.5	\$ 846	\$ 696	\$ 680	-	\$ 750	-	\$ 250	\$ (500)	-66.67%
Noon Aides Salary	001.101.3400.1.1.080.390.5	\$ 11,140	\$ 11,649	\$ 11,904	-	\$ 14,785	0.52	\$ 15,077	\$ 292	1.97%
Prof Salary-Extra-Curricular	001.101.3520.1.1.029.140.5	\$ 1,672	\$ 1,714	\$ 5,238	-	\$ 4,671	-	\$ 4,764	\$ 93	1.99%
Contracted Services Other Student Activities	001.101.3520.9.1.099.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 250	\$ 250	#DIV/0!
Other Expenses for Other Student Activities	001.101.3520.9.1.099.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 482	\$ 482	#DIV/0!
Sub Total		\$ 68,148	\$ 72,454	\$ 80,826	1.00	\$ 88,059	1.52	\$ 93,709	\$ 5,650	6.42%
Technology										
Exp Materials-Technology	001.101.2451.1.1.027.500.5	\$ 2,459	\$ 1,940	\$ 2,329	-	\$ 4,500	-	\$ 2,242	\$ (2,258)	-50.17%
Non-Exp Materials-Technology	001.101.2451.1.1.027.520.5	\$ 1,866	\$ 6,439	\$ 1,488	-	\$ 6,000	-	\$ 5,564	\$ (436)	-7.26%
Non-Exp Materials-Tech/Math	001.101.2451.1.1.052.520.5	\$ 1,034	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
Sub Total		\$ 5,358	\$ 8,379	\$ 3,816	-	\$ 10,500	-	\$ 7,807	\$ (2,693)	-25.65%
Instructional Services Total		\$ 1,929,354	\$ 1,995,197	\$ 2,009,240	31.51	\$ 2,067,719	32.62	\$ 2,231,228	\$ 163,509	7.91%
Maintenance										
Custodial Salary	001.101.4110.9.1.099.320.5	\$ 98,503	\$ 98,546	\$ 100,120	2.00	\$ 103,396	2.00	\$ 105,699	\$ 2,303	2.23%
Custodial Supplies and Materials	001.101.4110.9.1.099.500.5	\$ 12,132	\$ 19,545	\$ 13,234	-	\$ 11,000	-	\$ 26,500	\$ 15,500	140.91%
Custodial Clothing Allowance	001.101.4110.9.9.099.600.5	\$ 474	\$ 579	\$ 670	-	\$ 650	-	\$ 930	\$ 280	43.08%
Yearly Maintenance	001.101.4220.9.1.099.420.5	\$ 17,375	\$ 21,014	\$ 19,265	-	\$ 14,900	-	\$ 64,900	\$ 50,000	335.57%
Yearly Repairs	001.101.4220.9.1.099.421.5	\$ 13,790	\$ 13,823	\$ 9,587	-	\$ 15,500	-	\$ 16,120	\$ 620	4.00%
Special Projects	001.101.4220.9.1.099.430.5	\$ 4,064	\$ 31,577	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
Sub Total		\$ 146,337	\$ 185,083	\$ 142,877	2.00	\$ 145,446	2.00	\$ 214,149	\$ 68,703	47.24%
Utilities										
Gas Service	001.101.4120.9.1.099.670.5	\$ 34,127	\$ 30,107	\$ 33,056	-	\$ 30,107	-	\$ 35,833	\$ 5,726	19.02%
Electricity	001.101.4130.9.1.099.650.5	\$ 30,315	\$ 28,311	\$ 25,036	-	\$ 28,311	-	\$ 31,830	\$ 3,519	12.43%
Telephone	001.101.4130.9.1.099.680.5	\$ 7,949	\$ 7,831	\$ 8,327	-	\$ 7,831	-	\$ 8,744	\$ 913	11.65%
Water	001.101.4130.9.1.099.690.5	\$ 1,530	\$ 1,167	\$ 1,604	-	\$ 1,167	-	\$ 1,684	\$ 518	44.36%
Sub Total		\$ 73,920	\$ 67,416	\$ 68,023	-	\$ 67,416	-	\$ 78,091	\$ 10,675	15.84%
Operations/Maintenance Total		\$ 220,257	\$ 252,498	\$ 210,900	2.00	\$ 212,861	2.00	\$ 292,240	\$ 79,378	37.29%
Total:		\$ 2,149,611	\$ 2,247,695	\$ 2,220,140	33.51	2,280,580	34.62	2,523,468	242,888	10.65%

Cutler Elementary Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Administration										
Principal Salary	001.102.2210.1.1.090.100.5	\$ 117,945	\$ 120,894	\$ 123,917	1.00	\$ 127,015	1.00	\$ 129,556	\$ 2,541	2.00%
Clerical Salary	001.102.2210.1.1.090.200.5	\$ 41,345	\$ 41,048	\$ 42,803	0.91	\$ 44,528	1.00	\$ 51,032	\$ 6,504	14.61%
Contracted Services	001.102.2210.1.1.090.400.5	\$ 951	\$ 240	\$ 361	-	\$ 845	-	\$ -	\$ (845)	-100.00%
Expendable Materials	001.102.2210.1.1.090.500.5	\$ 8,528	\$ 8,475	\$ 7,862	-	\$ 10,000	-	\$ 550	\$ (9,450)	-94.50%
Affiliations/Memberships/PD for Principals	001.102.2210.1.1.090.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 1,522	\$ 1,522	#DIV/0!
Sub Total		\$ 168,769	\$ 170,657	\$ 174,943	1.91	\$ 182,388	2.00	\$ 182,660	\$ 272	0.15%
Gen Ed Instruction										
Classroom Teachers	001.102.2305.1.1.099.100.5	\$ 1,030,289	\$ 1,055,578	\$ 1,100,043	13.00	\$ 1,088,544	13.00	\$ 1,082,429	\$ (6,115)	-0.56%
Technology Instructor	001.102.2310.1.1.027.100.5	\$ 89,697	\$ 91,883	\$ 94,180	1.00	\$ 93,941	1.00	\$ 89,999	\$ (3,942)	-4.20%
Specialist Teachers	001.102.2310.1.1.099.100.5	\$ 207,385	\$ 205,464	\$ 211,778	2.80	\$ 217,845	2.80	\$ 228,326	\$ 10,481	4.81%
Extended Responsibilities	001.102.2315.1.1.029.150.5	\$ 9,376	\$ 9,577	\$ 11,608	-	\$ 14,386	-	\$ 14,679	\$ 293	2.03%
Contracted Services-Art	001.102.2330.1.1.020.400.5	\$ -	\$ -	\$ -	-	\$ 120	-	\$ -	\$ (120)	-100.00%
Contracted Services-Music	001.102.2330.1.1.054.400.5	\$ 200	\$ 200	\$ 200	-	\$ 300	-	\$ -	\$ (300)	-100.00%
Instructional Aides	001.102.2330.1.1.093.300.5	\$ 64,876	\$ 67,814	\$ 69,822	2.56	\$ 72,546	4.56	\$ 127,353	\$ 54,807	75.55%
Adjustment Counselor	001.102.2710.1.1.041.100.5	\$ 89,197	\$ 89,922	\$ 94,394	1.00	\$ 93,941	1.00	\$ 63,993	\$ (29,948)	-31.88%
Sub Total		\$ 1,491,019	\$ 1,520,438	\$ 1,582,025	20.36	\$ 1,581,623	22.36	\$ 1,606,779	\$ 25,156	1.59%
Special Education										
SPED Teachers	001.102.2310.2.1.099.100.5	\$ 355,735	\$ 339,725	\$ 397,784	6.08	\$ 391,156	7.00	\$ 563,937	\$ 172,781	44.17%
Related Services- OT, PT, SLP	001.102.2320.2.1.099.100.5	\$ 121,012	\$ 37,831	\$ 39,141	0.50	\$ 39,650	-	\$ -	\$ (39,650)	-100.00%
SPED TA Salary	001.102.2330.2.1.093.300.5	\$ 184,051	\$ 228,919	\$ 195,720	7.63	\$ 202,857	8.03	\$ 216,034	\$ 13,176	6.50%
Sub Total		\$ 660,798	\$ 606,475	\$ 632,645	14.21	\$ 633,663	15.03	\$ 779,971	\$ 146,308	23.09%
Supplies/Materials/PD										
Cutler Teacher PD	001.102.2357.1.1.073.600.5		\$ -	\$ 790	-	\$ 6,095	-	\$ 4,450	\$ (1,645)	-26.99%
Affiliations/Conferences	001.102.2357.1.1.090.690.5	\$ 584	\$ 1,463	\$ 945	-	\$ 1,425	-	\$ -	\$ (1,425)	-100.00%
Cutler SPED Teacher PD	001.102.2357.2.1.500.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 1,750	\$ 1,750	#DIV/0!
Supplies Materials-Library	001.102.2415.1.1.050.500.5	\$ 1,408	\$ 688	\$ 212	-	\$ 500	-	\$ 500	\$ -	0.00%
Inst. Equip.-Library	001.102.2415.1.1.050.520.5	\$ 2,884	\$ 2,835	\$ 1,753	-	\$ 2,850	-	\$ 2,850	\$ -	0.00%
Inst. Equip. Cont. Serv.-Art	001.102.2420.1.1.020.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 400	\$ 400	#DIV/0!
Inst. Equip.-Art	001.102.2420.1.1.020.520.5	\$ -	\$ 128	\$ 180	-	\$ 160	-	\$ 150	\$ (10)	-6.25%
Inst. Equip.-Literacy	001.102.2420.1.1.034.520.5	\$ 2,842	\$ 5,068	\$ 3,105	-	\$ 4,500	-	\$ 11,225	\$ 6,725	149.44%
Inst. Equip.-Math	001.102.2420.1.1.052.520.5	\$ 501	\$ 267	\$ 82	-	\$ 7,833	-	\$ 1,900	\$ (5,933)	-75.74%
Inst. Equip. Cont. Serv.-Music	001.102.2420.1.1.054.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 400	\$ 400	#DIV/0!
Inst. Equip.-Music	001.102.2420.1.1.054.520.5	\$ 983	\$ 512	\$ 155	-	\$ 250	-	\$ 250	\$ -	0.00%
Inst. Equip.-PE	001.102.2420.1.1.057.520.5	\$ 542	\$ 599	\$ 508	-	\$ 450	-	\$ 500	\$ 50	11.11%
Inst. Equip.-Science	001.102.2420.1.1.064.520.5	\$ -	\$ 13,419	\$ -	-	\$ 300	-	\$ 1,500	\$ 1,200	400.00%
Inst. Equip.-Social Studies	001.102.2420.1.1.067.520.5	\$ 144	\$ 167	\$ 226	-	\$ 700	-	\$ 200	\$ (500)	-71.43%
Non-Exp Classroom Equipment	001.102.2420.1.1.099.610.5	\$ 10,951	\$ 4,375	\$ 959	-	\$ 2,500	-	\$ 2,500	\$ -	0.00%
Instructional Equipment-SPED	001.102.2420.2.1.099.520.5	\$ 1,202	\$ 875	\$ 1,257	-	\$ 2,000	-	\$ 650	\$ (1,350)	-67.50%
Rental/Lease Equipment	001.102.2420.9.1.099.620.5	\$ 12,081	\$ 10,968	\$ 11,575	-	\$ 11,653	-	\$ 12,153	\$ 500	4.29%
General Classroom Supplies-Gen Ed	001.102.2430.1.1.099.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 9,300	\$ 9,300	#DIV/0!
General Exp Materials-Art	001.102.2430.1.1.020.500.5	\$ 930	\$ 940	\$ 802	-	\$ 900	-	\$ 1,000	\$ 100	11.11%
General Exp Materials-Literacy	001.102.2430.1.1.034.500.5	\$ 8,441	\$ 6,438	\$ 5,679	-	\$ 3,500	-	\$ 3,600	\$ 100	2.86%
General Exp Materials-Math	001.102.2430.1.1.052.500.5	\$ 4,926	\$ 4,666	\$ 38,833	-	\$ 5,500	-	\$ 2,192	\$ (3,308)	-60.15%
General Exp Materials-Music	001.102.2430.1.1.054.500.5	\$ 520	\$ 108	\$ 153	-	\$ 150	-	\$ 150	\$ -	0.00%
General Exp Materials-Science	001.102.2430.1.1.064.500.5	\$ 303	\$ 1,128	\$ 12,925	-	\$ 12,622	-	\$ 10,000	\$ (2,622)	-20.77%
General Exp Materials-Social Studies	001.102.2430.1.1.067.500.5	\$ 284	\$ 250	\$ -	-	\$ 650	-	\$ 650	\$ -	0.00%
General Exp Materials-KDG	001.102.2430.1.5.018.500.5	\$ 1,375	\$ 906	\$ 264	-	\$ 2,000	-	\$ 2,000	\$ -	0.00%
General Classroom Supplies-SPED	001.102.2430.2.1.017.500.5	\$ 25	\$ 468	\$ 515	-	\$ 1,000	-	\$ 500	\$ (500)	-50.00%
Non-Exp Tech Materials-Math	001.102.2451.1.1.052.520.5	\$ 1,867	\$ -	\$ -	-	\$ 3,000	-	\$ -	\$ (3,000)	-100.00%

Cutler Elementary Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Sub Total		\$ 52,791	\$ 56,266	\$ 80,918	-	\$ 70,538	-	\$ 70,770	\$ 232	0.33%
Pupil Services										
School Nurse	001.102.3200.1.1.042.130.5	\$ 32,148	\$ 32,950	\$ 33,676	1.00	\$ 34,624	1.00	\$ 35,490	\$ 866	2.50%
Contracted Services-Health	001.102.3200.1.1.042.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 250	\$ 250	#DIV/0!
Exp Material-Health	001.102.3200.1.1.042.500.5	\$ 955	\$ 1,477	\$ 844	-	\$ 1,200	-	\$ 1,000	\$ (200)	-16.67%
Prof. Dev.-Health	001.102.3200.1.1.042.600.5	\$ 109	\$ 217	\$ 65	-	\$ 750	-	\$ 250	\$ (500)	-66.67%
Noon Aides Salary	001.102.3400.1.1.080.390.5	\$ 8,096	\$ 5,629	\$ 5,544	-	\$ 14,785	0.52	\$ 15,077	\$ 292	1.97%
Prof Salary-Extra-Curricular	001.102.3520.1.1.029.140.5	\$ 1,672	\$ 1,714	\$ 1,700	-	\$ 4,671	-	\$ 4,764	\$ 93	1.99%
Contracted Services Other Student Activities	001.102.3520.9.1.099.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 250	\$ 250	#DIV/0!
Sub Total		\$ 42,981	\$ 41,987	\$ 41,830	1.00	\$ 56,030	1.52	\$ 57,081	\$ 1,050	1.87%
Technology										
Exp Materials-Technology	001.102.2451.1.1.027.500.5	\$ 3,802	\$ 2,984	\$ 3,093	-	\$ 4,500	-	\$ 3,293	\$ (1,207)	-26.82%
Non-Exp Materials-Technology	001.102.2451.1.1.027.520.5	\$ 5,803	\$ 7,789	\$ 1,719	-	\$ 6,000	-	\$ 5,103	\$ (897)	-14.94%
Sub Total		\$ 9,604	\$ 10,774	\$ 4,812	-	\$ 10,500	-	\$ 8,397	\$ (2,103)	-20.03%
Instructional Services Total		\$ 2,425,963	\$ 2,406,596	\$ 2,517,172	37.49	\$ 2,534,743	40.91	\$ 2,705,657	\$ 170,914	6.74%
Maintenance										
Custodial Salary	001.102.4110.9.1.099.320.5	\$ 95,651	\$ 97,656	\$ 99,853	2.00	\$ 103,396	2.00	\$ 105,699	\$ 2,303	2.23%
Custodial Supplies and Materials	001.102.4110.9.1.099.500.5	\$ 9,302	\$ 18,091	\$ 15,215	-	\$ 11,000	-	\$ 26,500	\$ 15,500	140.91%
Custodial Clothing Allowance	001.102.4110.9.9.099.600.5	\$ 403	\$ 729	\$ 532	-	\$ 650	-	\$ 930	\$ 280	43.08%
Yearly Maintenance	001.102.4220.9.1.099.420.5	\$ 17,964	\$ 18,286	\$ 15,177	-	\$ 18,800	-	\$ 64,900	\$ 46,100	245.21%
Yearly Repairs	001.102.4220.9.1.099.421.5	\$ 16,954	\$ 12,598	\$ 11,643	-	\$ 15,500	-	\$ 16,120	\$ 620	4.00%
Special Projects	001.102.4220.9.1.099.430.5	\$ 4,085	\$ 13,728	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
Sub Total		\$ 144,359	\$ 161,087	\$ 142,420	2.00	\$ 149,346	2.00	\$ 214,149	\$ 64,803	43.39%
Utilities										
Gas Service	001.102.4120.9.1.099.670.5	\$ 14,806	\$ 25,185	\$ 28,893	-	\$ 25,185	-	\$ 30,338	\$ 5,153	20.46%
Electricity	001.102.4130.9.1.099.650.5	\$ 30,609	\$ 29,472	\$ 29,382	-	\$ 29,472	-	\$ 32,139	\$ 2,667	9.05%
Telephone	001.102.4130.9.1.099.680.5	\$ 10,845	\$ 9,670	\$ 10,015	-	\$ 9,670	-	\$ 10,516	\$ 846	8.75%
Water	001.102.4130.9.1.099.690.5	\$ 2,717	\$ 2,242	\$ 2,959	-	\$ 2,242	-	\$ 3,107	\$ 866	38.62%
Sub Total		\$ 58,977	\$ 66,569	\$ 71,250	0.00	\$ 66,569	-	\$ 76,101	\$ 9,532	14.32%
Operations/Maintenance Total		\$ 203,336	\$ 227,656	\$ 213,670	2.00	\$ 215,915	2.00	\$ 290,249	\$ 74,335	34.43%
Total:		\$ 2,629,299	\$ 2,634,253	\$ 2,730,842	39.49	\$ 2,750,658	42.91	\$ 2,995,906	\$ 245,249	8.92%

Winthrop Elementary Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Administration										
Principal Salary	001.103.2210.1.1.090.100.5	\$ 117,761	\$ 120,706	\$ 123,724	1.00	\$ 126,817	1.00	\$ 115,005	\$ (11,812)	-9.31%
Clerical Salary	001.103.2210.1.1.090.200.5	\$ 48,489	\$ 49,726	\$ 50,883	0.91	\$ 51,946	1.00	\$ 57,405	\$ 5,459	10.51%
Contracted Services	001.103.2210.1.1.090.400.5	\$ 767	\$ 719	\$ 615	-	\$ 1,300	-	\$ -	\$ (1,300)	-100.00%
Expendable Materials	001.103.2210.1.1.090.500.5	\$ 10,261	\$ 10,356	\$ 9,858	-	\$ 10,000	-	\$ 550	\$ (9,450)	-94.50%
Affiliations/Memberships/PD for Principals	001.103.2210.1.1.090.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 1,522	\$ 1,522	#DIV/0!
Sub Total		\$ 177,277	\$ 181,507	\$ 185,081	1.91	\$ 190,063	2.00	\$ 174,482	\$ (15,581)	-8.20%
Gen Ed Instruction										
Classroom Teachers	001.103.2305.1.1.099.100.5	\$ 965,719	\$ 1,005,211	\$ 1,029,397	13.00	\$ 1,081,472	14.00	\$ 1,181,471	\$ 99,999	9.25%
Technology Instructor	001.103.2310.1.1.027.100.5	\$ 84,054	\$ 89,236	\$ 91,467	1.00	\$ 93,941	1.00	\$ 95,820	\$ 1,879	2.00%
Specialist Teachers	001.103.2310.1.1.099.100.5	\$ 229,847	\$ 234,412	\$ 246,986	2.80	\$ 254,481	2.80	\$ 258,245	\$ 3,764	1.48%
Extended Responsibilities	001.103.2315.1.1.029.150.5	\$ 9,342	\$ 9,577	\$ 11,870	-	\$ 14,386	-	\$ 14,679	\$ 293	2.03%
Instructional Aides	001.103.2330.1.1.093.300.5	\$ 64,396	\$ 64,900	\$ 65,813	2.50	\$ 70,334	5.50	\$ 150,370	\$ 80,035	113.79%
Adjustment Counselor	001.103.2710.1.1.041.100.5	\$ 53,071	\$ 57,113	\$ 65,532	1.00	\$ 70,027	1.00	\$ 61,055	\$ (8,972)	-12.81%
Sub Total		\$ 1,406,429	\$ 1,460,448	\$ 1,511,064	20.30	\$ 1,584,642	24.30	\$ 1,761,639	\$ 176,997	11.17%
Special Education										
SPED Preschool Teachers	001.103.2305.2.6.016.100.5	\$ 148,884	\$ 152,574	\$ 154,687	2.00	\$ 167,533	3.00	\$ 226,104	\$ 58,571	34.96%
SPED Teachers	001.103.2310.2.1.099.100.5	\$ 355,853	\$ 424,326	\$ 436,599	6.00	\$ 460,782	6.00	\$ 490,129	\$ 29,347	6.37%
Preschool Team Chair Salary	001.103.2315.2.1.099.100.5	\$ 8,295	\$ 8,595	\$ 4,492	0.20	\$ 8,465	0.12	\$ 8,611	\$ 145	1.72%
Related Services- OT, PT, SLP	001.103.2320.2.1.099.100.5	\$ 233,898	\$ 270,423	\$ 281,465	3.90	\$ 291,581	3.90	\$ 300,350	\$ 8,769	3.01%
SPED TA Salary	001.103.2330.2.1.093.300.5	\$ 406,053	\$ 376,111	\$ 367,369	15.00	\$ 387,185	17.00	\$ 441,177	\$ 53,993	13.94%
SPED Preschool TA Salary	001.103.2330.2.6.016.300.5	\$ 57,915	\$ 61,733	\$ 65,198	3.19	\$ 69,216	4.79	\$ 129,612	\$ 60,395	87.26%
Sub Total		\$ 1,210,897	\$ 1,293,762	\$ 1,309,809	30.29	\$ 1,384,762	34.81	\$ 1,595,982	\$ 211,220	15.25%
Supplies/Materials/PD										
Winthrop Teacher PD	001.103.2357.1.1.073.600.5	\$ -	\$ -	\$ 1,816	-	\$ 7,475	-	\$ 4,700	\$ (2,775)	-37.12%
Affiliations/Conferences	001.103.2357.1.1.090.690.5	\$ 1,204	\$ 214	\$ 874	-	\$ 2,000	-	\$ -	\$ (2,000)	-100.00%
Prof-Dev SPED	001.103.2357.2.1.017.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 3,256	\$ 3,256	#DIV/0!
Supplies Materials-Library	001.103.2415.1.1.050.500.5	\$ 247	\$ 222	\$ 628	-	\$ 400	-	\$ 500	\$ 100	25.00%
Inst. Equip.-Library	001.103.2415.1.1.050.520.5	\$ 3,043	\$ 2,832	\$ 2,471	-	\$ 3,000	-	\$ 3,000	\$ -	0.00%
Inst. Equip. Cont. Serv.- Art	001.103.2420.1.1.020.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 400	\$ 400	#DIV/0!
Inst. Equip.-Art	001.103.2420.1.1.020.520.5	\$ 192	\$ 357	\$ 224	-	\$ 250	-	\$ 150	\$ (100)	-40.00%
Inst. Equip.-Literacy	001.103.2420.1.1.034.520.5	\$ 4,412	\$ 7,148	\$ 5,459	-	\$ 4,500	-	\$ 11,300	\$ 6,800	151.11%
Inst. Equip.-Math	001.103.2420.1.1.052.520.5	\$ 2,340	\$ 1,041	\$ 3,096	-	\$ 9,333	-	\$ 1,900	\$ (7,433)	-79.64%
Inst. Equip. Cont. Serv.- Music	001.103.2420.1.1.054.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 400	\$ 400	#DIV/0!
Inst. Equip.-Music	001.103.2420.1.1.054.520.5	\$ 514	\$ 503	\$ 523	-	\$ 500	-	\$ 250	\$ (250)	-50.00%
Inst. Equip.-PE	001.103.2420.1.1.057.520.5	\$ 512	\$ 504	\$ 504	-	\$ 500	-	\$ 500	\$ -	0.00%
Inst. Equip.-Science	001.103.2420.1.1.064.520.5	\$ 598	\$ 13,571	\$ 438	-	\$ 500	-	\$ 1,500	\$ 1,000	200.00%
Instructional Equipment-SPED PreK	001.103.2420.2.1.016.520.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 1,000	\$ 1,000	#DIV/0!
Inst. Equip.-Social Studies	001.103.2420.1.1.067.520.5	\$ 250	\$ 556	\$ 295	-	\$ 200	-	\$ 200	\$ -	0.00%
Non-Exp Classroom Equipment	001.103.2420.1.1.099.610.5	\$ 18,683	\$ 14,949	\$ 6,308	-	\$ 5,000	-	\$ 5,000	\$ -	0.00%
Instructional Equipment-SPED	001.103.2420.2.1.099.520.5	\$ 4,157	\$ 1,928	\$ 5,313	-	\$ 7,200	-	\$ 3,600	\$ (3,600)	-50.00%
Rental/Lease Equipment	001.103.2420.9.1.099.620.5	\$ 13,831	\$ 10,747	\$ 10,939	-	\$ 10,708	-	\$ 11,486	\$ 778	7.26%
General Classroom Supplies-Gen Ed	001.103.2430.1.1.099.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 11,100	\$ 11,100	#DIV/0!
General Exp Materials-Art	001.103.2430.1.1.020.500.5	\$ 1,016	\$ 982	\$ 1,008	-	\$ 1,000	-	\$ 1,000	\$ -	0.00%
General Exp Materials-Literacy	001.103.2430.1.1.034.500.5	\$ 9,353	\$ 3,556	\$ 3,000	-	\$ 3,500	-	\$ 3,900	\$ 400	11.43%
General Exp Materials-Library	001.103.2430.1.1.050.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 500	\$ 500	#DIV/0!
General Exp Materials-Math	001.103.2430.1.1.052.500.5	\$ 5,790	\$ 5,215	\$ 39,333	-	\$ 6,000	-	\$ 2,029	\$ (3,971)	-66.19%
General Exp Materials-Music	001.103.2430.1.1.054.500.5	\$ 141	\$ 101	\$ 157	-	\$ 150	-	\$ 150	\$ -	0.00%
General Exp Materials-Science	001.103.2430.1.1.064.500.5	\$ 605	\$ 631	\$ 13,137	-	\$ 13,222	-	\$ 10,700	\$ (2,522)	-19.07%
General Exp Materials-Social Studies	001.103.2430.1.1.067.500.5	\$ 603	\$ 874	\$ 629	-	\$ 600	-	\$ 650	\$ 50	8.33%

Winthrop Elementary Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
General Exp Materials-KDG	001.103.2430.1.5.018.500.5	\$ 2,911	\$ 3,717	\$ 3,339	-	\$ 3,000	-	\$ 3,000	\$ -	0.00%
General Classroom Supplies-SPED	001.103.2430.2.1.017.500.5	\$ 1,695	\$ 1,432	\$ 2,204	-	\$ 3,800	-	\$ 1,000	\$ (2,800)	-73.68%
Exp Materials-Winthrop SPED PreK	001.103.2430.2.6.016.500.5	\$ 3,941	\$ 4,770	\$ 1,405	-	\$ -	-	\$ 3,500	\$ 3,500	#DIV/0!
Non-Exp Tech Materials-Math	001.103.2451.1.1.052.520.5	\$ 1,318	\$ -	\$ -	-	\$ 1,118	-	\$ -	\$ (1,118)	-100.00%
Sub Total		\$ 77,354	\$ 75,852	\$ 103,101	-	\$ 83,956	-	\$ 86,671	\$ 2,714	3.23%
Pupil Services										
School Nurse	001.103.3200.1.1.042.130.5	\$ 65,833	\$ 67,479	\$ 69,327	1.00	\$ 70,722	1.00	\$ 72,136	\$ 1,414	2.00%
Contracted Services-Health	001.103.3200.1.1.042.400.5	\$ 155	\$ -	\$ -	-	\$ 250	-	\$ 250	\$ -	0.00%
Exp Material-Health	001.103.3200.1.1.042.500.5	\$ 1,205	\$ 786	\$ 574	-	\$ 1,200	-	\$ 1,200	\$ -	0.00%
Prof. Dev.-Health	001.103.3200.1.1.042.600.5	\$ 349	\$ 168	\$ 65	-	\$ 750	-	\$ 250	\$ (500)	-66.67%
Noon Aides Salary	001.103.3400.1.1.080.390.5	\$ 13,479	\$ 14,255	\$ 14,325	-	\$ 19,714	0.69	\$ 20,102	\$ 389	1.97%
Prof Salary-Extra-Curricular	001.103.3520.1.1.029.140.5	\$ 4,538	\$ 1,714	\$ 1,757	-	\$ 4,671	-	\$ 4,764	\$ 93	1.99%
Contracted Services Other Student Activities	001.103.3520.9.1.099.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 250	\$ 250	#DIV/0!
Sub Total		\$ 85,559	\$ 84,402	\$ 86,048	1.00	\$ 97,307	1.69	\$ 98,952	\$ 1,646	1.69%
Technology										
Exp Materials-Technology	001.103.2451.1.1.027.500.5	\$ 3,290	\$ 3,640	\$ 4,575	-	\$ 4,500	-	\$ 3,835	\$ (665)	-14.78%
Non-Exp Materials-Technology	001.103.2451.1.1.027.520.5	\$ 2,003	\$ 4,782	\$ 840	-	\$ 6,000	-	\$ 2,542	\$ (3,458)	-57.64%
Sub Total		\$ 5,292	\$ 8,422	\$ 5,415	-	\$ 10,500	-	\$ 6,377	\$ (4,123)	-39.27%
Instructional Services Total		\$ 2,962,808	\$ 3,104,393	\$ 3,200,518	53.51	\$ 3,351,230	62.80	\$ 3,724,103	\$ 372,874	11.13%
Maintenance										
Custodial Salary	001.103.4110.9.1.099.320.5	\$ 95,651	\$ 97,656	\$ 100,090	2.00	\$ 103,396	2.00	\$ 105,699	\$ 2,303	2.23%
Custodial Supplies and Materials	001.103.4110.9.1.099.500.5	\$ 12,690	\$ 22,972	\$ 11,196	-	\$ 11,000	-	\$ 26,500	\$ 15,500	140.91%
Custodial Clothing Allowance	001.103.4110.9.9.099.600.5	\$ 812	\$ 814	\$ 869	-	\$ 650	-	\$ 930	\$ 280	43.08%
Yearly Maintenance	001.103.4220.9.1.099.420.5	\$ 15,938	\$ 15,790	\$ 15,266	-	\$ 16,400	-	\$ 62,400	\$ 46,000	280.49%
Yearly Repairs	001.103.4220.9.1.099.421.5	\$ 21,239	\$ 13,838	\$ 24,706	-	\$ 15,500	-	\$ 16,120	\$ 620	4.00%
Special Projects	001.103.4220.9.1.099.430.5	\$ 4,813	\$ 4,879	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
Sub Total		\$ 151,142	\$ 155,949	\$ 152,126	2.00	\$ 146,946	2.00	\$ 211,649	\$ 64,703	44.03%
Utilities										
Gas Service	001.103.4120.9.1.099.670.5	\$ 24,531	\$ 23,211	\$ 29,369	-	\$ 23,211	-	\$ 30,837	\$ 7,626	32.86%
Electricity	001.103.4130.9.1.099.650.5	\$ 37,635	\$ 34,781	\$ 37,615	-	\$ 34,781	-	\$ 39,517	\$ 4,735	13.61%
Telephone	001.103.4130.9.1.099.680.5	\$ 11,649	\$ 10,561	\$ 10,897	-	\$ 10,561	-	\$ 11,442	\$ 881	8.34%
Water	001.103.4130.9.1.099.690.5	\$ 3,465	\$ 3,115	\$ 3,953	-	\$ 3,115	-	\$ 4,150	\$ 1,035	33.22%
Sub Total		\$ 77,280	\$ 71,669	\$ 81,834	-	\$ 71,669	-	\$ 85,946	\$ 14,277	19.92%
Operations/Maintenance Total		\$ 228,422	\$ 227,617	\$ 233,960	2.00	\$ 218,614	2.00	\$ 297,595	\$ 78,981	36.13%
Total:		\$ 3,191,230	\$ 3,332,011	\$ 3,434,478	55.51	\$ 3,569,844	64.80	\$ 4,021,698	\$ 451,854	12.66%

Miles River MS Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Administration										
Principal Salary	001.200.2210.1.2.090.100.5	\$ 200,669	\$ 216,000	\$ 221,400	2.00	\$ 226,935	2.00	\$ 231,476	\$ 4,541	2.00%
Clerical Salary	001.200.2210.1.2.090.200.5	\$ 64,929	\$ 66,956	\$ 67,471	1.27	\$ 71,897	1.27	\$ 72,171	\$ 274	0.38%
Contracted Services	001.200.2210.1.2.090.400.5	\$ 2,337	\$ 2,850	\$ 2,907	-	\$ 2,500	-	\$ -	\$ (2,500)	-100.00%
Expendable Materials	001.200.2210.1.2.090.500.5	\$ 27,792	\$ 22,860	\$ 16,750	-	\$ 15,000	-	\$ 2,600	\$ (12,400)	-82.67%
Affiliations/Memberships/PD for Principals	001.200.2210.1.2.090.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 2,073	\$ 2,073	#DIV/0!
Sub Total		\$ 295,728	\$ 308,667	\$ 308,527	3.27	\$ 316,332	3.27	\$ 308,320	\$ (8,012)	-2.53%
Regular Ed Instruction										
Staffing										
Classroom Teachers	001.200.2305.1.2.099.100.5	\$ 2,117,692	\$ 2,273,040	\$ 2,354,473	29.80	\$ 2,410,907	29.80	\$ 2,557,796	\$ 146,889	6.09%
Specialist Teachers	001.200.2310.1.2.099.100.5	\$ 44,348	\$ -	\$ 5,820	-	\$ -	-	\$ -	\$ -	#DIV/0!
Librarian	001.200.2340.1.2.050.100.5	\$ 42,027	\$ 43,078	\$ 88,239	1.00	\$ 90,225	1.00	\$ 92,029	\$ 1,805	2.00%
Library Aide	001.200.2340.1.2.050.300.5	\$ 21,279	\$ 8,522	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
Prof Salary-Extra-Responsibilities	001.200.2315.1.2.029.150.5	\$ 22,153	\$ 22,708	\$ 21,602	-	\$ 31,540	-	\$ 32,178	\$ 638	2.02%
Sub Total-Reg Ed Staffing		\$ 2,247,500	\$ 2,347,348	\$ 2,470,134	30.80	\$ 2,532,672	30.80	\$ 2,682,003	\$ 149,331	5.90%
Professional Development										
PD-English	001.200.2357.1.2.034.600.5	\$ 260	\$ -	\$ 1,026	-	\$ 1,100	-	\$ 1,500	\$ 400	36.36%
PD-FL	001.200.2357.1.2.036.600.5	\$ 918	\$ 2,767	\$ 1,144	-	\$ 1,150	-	\$ 4,295	\$ 3,145	273.48%
PD-Guidance	001.200.2357.1.2.041.600.5	\$ 280	\$ 858	\$ 528	-	\$ 500	-	\$ 1,948	\$ 1,448	289.60%
PD-Health/Wellness	001.200.2357.1.2.044.600.5	\$ 404	\$ 75	\$ -	-	\$ -	-	\$ 750	\$ 750	#DIV/0!
PD-Library	001.200.2357.1.2.050.600.5	\$ 312	\$ 75	\$ 250	-	\$ 250	-	\$ 250	\$ -	0.00%
PD-Math	001.200.2357.1.2.052.600.5	\$ 765	\$ 394	\$ -	-	\$ 1,250	-	\$ 1,250	\$ -	0.00%
PD-Fine Arts	001.200.2357.1.2.054.600.5	\$ 414	\$ 401	\$ 1,441	-	\$ 1,050	-	\$ 1,500	\$ 450	42.86%
PD-PE	001.200.2357.1.2.057.600.5	\$ 225	\$ 780	\$ 424	-	\$ 500	-	\$ -	\$ (500)	-100.00%
PD-Science	001.200.2357.1.2.064.600.5	\$ 1,185	\$ 71	\$ 675	-	\$ 1,000	-	\$ 1,250	\$ 250	25.00%
PD-Social Studies	001.200.2357.1.2.067.600.5	\$ 245	\$ 896	\$ 125	-	\$ 1,150	-	\$ 1,750	\$ 600	52.17%
PD-Principals	001.200.2357.1.2.090.600.5	\$ 1,024	\$ 1,038	\$ 509	-	\$ 2,400	-	\$ -	\$ (2,400)	-100.00%
Affiliations/Conferences	001.200.2357.1.2.090.690.5	\$ 1,908	\$ -	\$ 295	-	\$ 1,500	-	\$ -	\$ (1,500)	-100.00%
PD-SPED	001.200.2357.2.2.500.600.5	\$ -	\$ -	\$ -	-	\$ 2,512	-	\$ 2,150	\$ (362)	-14.39%
Sub Total--PD		\$ 7,941	\$ 7,356	\$ 6,418	-	\$ 14,362	-	\$ 16,643	\$ 2,282	15.89%
Student Support Services										
Guidance Counselor	001.200.2710.1.2.041.100.5	\$ 121,961	\$ 131,998	\$ 141,868	2.00	\$ 151,350	2.00	\$ 161,214	\$ 9,864	6.52%
MS Guidance Exp Supplies	001.200.2710.1.2.041.500.5	\$ 86	\$ 407	\$ 226	-	\$ 400	-	\$ 250	\$ (150)	-37.50%
Sub Total		\$ 122,047	\$ 132,405	\$ 142,094	2.00	\$ 151,750	2.00	\$ 161,464	\$ 9,714	6.40%
Special Education										
SPED Specialist Teachers Salary	001.200.2310.2.2.099.100.5	\$ 540,915	\$ 514,972	\$ 573,881	8.10	\$ 584,885	8.10	\$ 679,049	\$ 94,164	16.10%
MS Director of SPED	001.200.2315.2.2.099.100.5	\$ 47,278	\$ 47,500	\$ 50,000	0.50	\$ 51,250	0.50	\$ 52,275	\$ 1,025	2.00%
Related Services- OT, PT, SLP	001.200.2320.2.2.099.100.5	\$ 66,142	\$ 39,859	\$ 38,603	0.45	\$ 39,335	-	\$ -	\$ (39,335)	-100.00%
SPED TA Salary	001.200.2330.2.2.093.300.5	\$ 228,921	\$ 240,150	\$ 191,926	7.00	\$ 196,190	6.00	\$ 172,312	\$ (23,878)	-12.17%
Sub Total		\$ 883,256	\$ 842,481	\$ 854,409	16.05	\$ 871,660	14.60	\$ 903,636	\$ 31,976	3.67%
Supplies/Materials/CS										
Contracted Services-Music	001.200.2330.1.2.054.400.5	\$ 1,498	\$ 1,319	\$ 1,262	-	\$ 1,520	-	\$ -	\$ (1,520)	-100.00%
Contracted Services-Science	001.200.2330.1.2.064.400.5	\$ 611	\$ 660	\$ -	-	\$ 750	-	\$ -	\$ (750)	-100.00%
Textbooks-English	001.200.2410.1.2.034.520.5	\$ 2,184	\$ 1,759	\$ 1,800	-	\$ 2,200	-	\$ 4,900	\$ 2,700	122.73%
Textbooks-Math	001.200.2410.1.2.052.520.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 13,875	\$ 13,875	#DIV/0!
Textbooks-Social Studies	001.200.2410.1.2.067.520.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 2,889	\$ 2,889	#DIV/0!
Supplies Materials-Library	001.200.2415.1.2.050.500.5	\$ 949	\$ 1,782	\$ 2,822	-	\$ 1,000	-	\$ 1,563	\$ 563	56.30%

Miles River MS Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Inst. Equip.-Furnitur	001.200.2420.1.1.099.520.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 2,170	\$ 2,170	#DIV/0!
Inst. Equip.-English	001.200.2420.1.2.034.520.5	\$ 257	\$ 479	\$ 392	-	\$ 480	-	\$ 355	\$ (125)	-26.04%
Inst. Equip.-Health/Wellness	001.200.2420.1.2.044.520.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 2,350	\$ 2,350	#DIV/0!
Inst. Equip.-Math	001.200.2420.1.2.052.520.5	\$ -	\$ -	\$ -	-	\$ 18,000	-	\$ 350	\$ (17,650)	-98.06%
Inst. Equip.-Fine Arts	001.200.2420.1.2.054.520.5	\$ 376	\$ 493	\$ 279	-	\$ 500	-	\$ 1,300	\$ 800	160.00%
Inst. Equip.-Science	001.200.2420.1.2.064.520.5	\$ -	\$ 24,954	\$ -	-	\$ 2,000	-	\$ 2,500	\$ 500	25.00%
Inst. Equip.-Social Studies	001.200.2420.1.2.067.520.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 4,271	\$ 4,271	#DIV/0!
Inst. Equip.-SPED	001.200.2420.2.2.099.520.5	\$ 6,405	\$ 114	\$ 2,499	-	\$ 3,700	-	\$ 1,000	\$ (2,700)	-72.97%
Inst. Equip. Cont. Serv.-Music Equipment	001.200.2420.9.2.054.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 800	\$ 800	#DIV/0!
Inst. Equip. Cont. Serv.-PE Equipment	001.200.2420.9.2.057.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 600	\$ 600	#DIV/0!
Inst. Equip. Cont. Serv.-Science Equipment	001.200.2420.9.2.064.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 1,000	\$ 1,000	#DIV/0!
Rental/Lease Equipment	001.200.2420.9.2.099.620.5	\$ 26,907	\$ 26,874	\$ 25,182	-	\$ 25,266	-	\$ 26,441	\$ 1,175	4.65%
General Classroom Supplies-Gen Ed	001.200.2430.1.2.099.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 9,000	\$ 9,000	#DIV/0!
General Exp Materials-Fine Arts	001.200.2430.1.2.020.500.5	\$ 5,668	\$ 6,406	\$ 5,651	-	\$ 6,900	-	\$ 12,700	\$ 5,800	84.06%
General Exp Materials-Drama	001.200.2430.1.2.030.500.5	\$ 1,794	\$ 1,719	\$ 691	-	\$ 2,000	-	\$ -	\$ (2,000)	-100.00%
General Exp Materials-English	001.200.2430.1.2.034.500.5	\$ 1,470	\$ 3,469	\$ 3,598	-	\$ 3,500	-	\$ 2,114	\$ (1,386)	-39.60%
General Exp Materials-World Language	001.200.2430.1.2.036.500.5	\$ 2,994	\$ 3,200	\$ 3,075	-	\$ 4,000	-	\$ 5,210	\$ 1,210	30.25%
General Exp Materials-MS Band	001.200.2430.1.2.039.500.5	\$ 1,300	\$ 1,385	\$ 553	-	\$ 1,300	-	\$ -	\$ (1,300)	-100.00%
General Exp Materials-Health/Wellness	001.200.2430.1.2.044.500.5	\$ 1,811	\$ 1,632	\$ 1,950	-	\$ 2,000	-	\$ 1,250	\$ (750)	-37.50%
General Exp Materials-Math	001.200.2430.1.2.052.500.5	\$ 4,948	\$ 3,583	\$ 40,835	-	\$ 4,000	-	\$ 3,230	\$ (770)	-19.25%
General Exp Materials-Music	001.200.2430.1.2.054.500.5	\$ 2,390	\$ 2,322	\$ 2,818	-	\$ 2,400	-	\$ -	\$ (2,400)	-100.00%
General Exp Materials-PE	001.200.2430.1.2.057.500.5	\$ 3,246	\$ 4,337	\$ 3,201	-	\$ 3,200	-	\$ 2,700	\$ (500)	-15.63%
General Exp Materials-Reading	001.200.2430.1.2.061.500.5	\$ 468	\$ 502	\$ 224	-	\$ 500	-	\$ 500	\$ -	0.00%
General Exp Materials-Science	001.200.2430.1.2.064.500.5	\$ 7,897	\$ 5,346	\$ 24,252	-	\$ 26,333	-	\$ 16,000	\$ (10,333)	-39.24%
General Exp Materials-Social Studies	001.200.2430.1.2.067.500.5	\$ 1,484	\$ 2,707	\$ 1,602	-	\$ 2,305	-	\$ 2,685	\$ 380	16.49%
General Classroom Supplies-SPED	001.200.2430.2.2.099.500.5	\$ 928	\$ 2,929	\$ 3,221	-	\$ 2,800	-	\$ 500	\$ (2,300)	-82.14%
MS Intensive Learning Program Other Exp	001.200.2440.2.2.074.600.5	\$ 60	\$ 1,450	\$ 185	-	\$ 2,000	-	\$ -	\$ (2,000)	-100.00%
Non-Exp Materials-Library	001.200.2453.1.2.050.520.5	\$ 4,972	\$ 3,752	\$ 4,655	-	\$ 5,000	-	\$ 4,927	\$ (73)	-1.46%
Sub Total		\$ 80,616	\$ 103,172	\$ 130,746	-	\$ 123,654	-	\$ 127,180	\$ 3,526	2.85%
Pupil Services										
School Nurse	001.200.3200.1.2.042.130.5	\$ 50,395	\$ 56,455	\$ 58,857	1.00	\$ 62,738	1.00	\$ 73,531	\$ 10,793	17.20%
Contracted Services-Health	001.200.3200.1.2.042.400.5	\$ -	\$ 79	\$ 472	-	\$ 250	-	\$ 250	\$ -	0.00%
Exp Material-Health	001.200.3200.1.2.042.500.5	\$ 1,773	\$ 1,893	\$ 444	-	\$ 1,000	-	\$ 1,000	\$ -	0.00%
Prof. Dev.-Health	001.200.3200.1.2.042.600.5	\$ 900	\$ 749	\$ 270	-	\$ 750	-	\$ 250	\$ (500)	-66.67%
Xtra Curr Salary	001.200.3520.1.2.029.140.5	\$ 24,607	\$ 25,874	\$ 26,523	-	\$ 30,318	-	\$ 30,922	\$ 604	1.99%
Exp Materials Other Student Activities	001.200.3520.9.2.099.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 1,250	\$ 1,250	#DIV/0!
Sub Total		\$ 77,675	\$ 85,050	\$ 86,566	1.00	\$ 95,056	1.00	\$ 107,203	\$ 12,147	12.78%
Technology										
Technology Aides	001.200.2330.1.2.027.300.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
Exp Materials-Tech AV	001.200.2451.1.2.021.500.5	\$ 1,638	\$ 4,666	\$ 2,466	-	\$ 6,656	-	\$ -	\$ (6,656)	-100.00%
Exp Materials-Technology	001.200.2451.1.2.027.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 3,000	\$ 3,000	#DIV/0!
Sub Total		\$ 1,638	\$ 4,666	\$ 2,466	-	\$ 6,656	-	\$ 3,000	\$ (3,656)	-54.93%
Instructional Services Total		\$ 3,716,401	\$ 3,831,145	\$ 4,001,359	53.12	\$ 4,112,142	51.67	\$ 4,309,449	\$ 197,308	4.80%
Maintenance										
Custodial Salary	001.200.4110.9.2.099.320.5	\$ 128,434	\$ 141,282	\$ 147,722	3.00	\$ 152,610	3.00	\$ 156,000	\$ 3,390	2.22%
Custodial Supplies and Materials	001.200.4110.9.2.099.500.5	\$ 12,112	\$ 29,392	\$ 26,148	-	\$ 18,000	-	\$ 39,500	\$ 21,500	119.44%

Miles River MS Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Custodial Clothing Allowance	001.200.4110.9.9.099.600.5	\$ 947	\$ 1,621	\$ 1,284	-	\$ 975	-	\$ 1,395	\$ 420	43.08%
Yearly Maintenance	001.200.4220.9.2.099.420.5	\$ 25,677	\$ 17,640	\$ 24,338	-	\$ 25,050	-	\$ 149,500	\$ 124,450	496.81%
Yearly Repairs	001.200.4220.9.2.099.421.5	\$ 32,825	\$ 14,682	\$ 15,278	-	\$ 25,500	-	\$ 26,520	\$ 1,020	4.00%
Special Projects	001.200.4220.9.2.099.430.5	\$ 9,798	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
Sub Total		\$ 209,793	\$ 204,618	\$ 214,770	3.00	\$ 222,135	3.00	\$ 372,915	\$ 150,780	67.88%
Utilities										
Gas Service	001.200.4120.9.2.099.670.5	\$ 41,279	\$ 45,132	\$ 56,340	-	\$ 45,132	-	\$ 59,157	\$ 14,025	31.08%
Electricity	001.200.4130.9.2.099.650.5	\$ 93,511	\$ 86,021	\$ 98,998	-	\$ 86,021	-	\$ 103,948	\$ 17,928	20.84%
Telephone	001.200.4130.9.2.099.680.5	\$ 10,337	\$ 8,097	\$ 7,643	-	\$ 8,097	-	\$ 8,026	\$ (71)	-0.88%
Water	001.200.4130.9.2.099.690.5	\$ 4,482	\$ 4,581	\$ 5,060	-	\$ 4,581	-	\$ 5,313	\$ 732	15.97%
Sub Total		\$ 149,609	\$ 143,830	\$ 168,042	-	\$ 143,830	-	\$ 176,444	\$ 32,613	22.67%
Operations/Maintenance Total		\$ 359,402	\$ 348,448	\$ 382,811	3.00	\$ 365,965	3.00	\$ 549,359	\$ 183,394	50.11%
Total:		\$ 4,075,803	\$ 4,179,593	\$ 4,384,171	56.12	\$ 4,478,107	54.67	\$ 4,858,808	\$ 380,701	8.50%

Hamilton-Wenham RHS Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Administration										
Principal Salary	001.300.2210.1.3.090.100.5	\$ 248,527	\$ 259,742	\$ 261,111	2.00	\$ 267,639	2.00	\$ 272,994	\$ 5,355	2.00%
Clerical Salary	001.300.2210.1.3.090.200.5	\$ 116,449	\$ 120,700	\$ 124,375	2.50	\$ 128,004	2.50	\$ 131,711	\$ 3,707	2.90%
Contracted Services	001.300.2210.1.3.090.400.5	\$ 97,949	\$ 76,780	\$ 71,592	-	\$ 72,425	-	\$ -	\$ (72,425)	-100.00%
Expendable Materials	001.300.2210.1.3.090.500.5	\$ 25,638	\$ 22,936	\$ 19,787	-	\$ 20,045	-	\$ 2,000	\$ (18,045)	-90.02%
Affiliations/Memberships/PD for Principals	001.300.2210.1.3.090.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 7,980	\$ 7,980	#DIV/0!
PD-Principals Other Salaries	001.300.2357.1.3.090.190.5	\$ 3,330	\$ 3,570	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
PD-Principals	001.300.2357.1.3.090.600.5	\$ 17,756	\$ 30,819	\$ 723	-	\$ 1,000	-	\$ -	\$ (1,000)	-100.00%
Affiliations/Conferences	001.300.2357.1.3.090.690.5	\$ 6,225	\$ 6,665	\$ 6,867	-	\$ 6,765	-	\$ -	\$ (6,765)	-100.00%
Sub Total		\$ 515,874	\$ 521,213	\$ 484,455	4.50	\$ 495,878	4.50	\$ 414,685	\$ (81,193)	-16.37%
Regular Ed Instruction										
Staffing										
Salary-Department Heads	001.300.2220.1.3.099.110.5	\$ 63,944	\$ 65,340	\$ 67,183	-	\$ 68,698	-	\$ 70,130	\$ 1,432	2.08%
Classroom Teachers	001.300.2305.1.3.099.100.5	\$ 3,407,673	\$ 3,536,004	\$ 3,617,826	44.40	\$ 3,739,823	44.40	\$ 3,808,785	\$ 68,963	1.84%
Prof Salary-Extra-Responsibilities	001.300.2315.1.3.029.150.5	\$ 12,693	\$ 6,429	\$ 10,839	-	\$ 16,261	-	\$ 23,595	\$ 7,334	45.10%
Librarian	001.300.2340.1.3.050.100.5	\$ 42,027	\$ 43,078	\$ 88,449	1.00	\$ 90,225	1.00	\$ 92,029	\$ 1,805	2.00%
Library Aide	001.300.2340.1.3.050.300.5	\$ 21,279	\$ 8,522	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
Other Professional Salaries	001.300.2440.1.3.075.300.5	\$ -	\$ -	\$ -	-	\$ 630	-	\$ -	\$ (630)	-100.00%
Extra Curricular Activities	001.300.3520.1.3.029.140.5	\$ 41,703	\$ 39,294	\$ 42,294	-	\$ 55,529	-	\$ 56,639	\$ 1,110	2.00%
Sub Total-Reg Ed Staffing		\$ 3,589,319	\$ 3,698,666	\$ 3,826,592	45.40	\$ 3,971,165	45.40	\$ 4,051,178	\$ 80,013	2.01%
Professional Development										
PD-Business	001.300.2357.1.3.025.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 250	\$ 250	#DIV/0!
PD-Fine Arts	001.300.2357.1.3.020.600.5	\$ 1,073	\$ 1,112	\$ 1,104	-	\$ 1,200	-	\$ 1,159	\$ (41)	-3.42%
PD-English	001.300.2357.1.3.034.600.5	\$ -	\$ 577	\$ 1,085	-	\$ 1,750	-	\$ 2,400	\$ 650	37.14%
PD-FL	001.300.2357.1.3.036.600.5	\$ 3,150	\$ 1,710	\$ 3,016	-	\$ 1,400	-	\$ 4,914	\$ 3,514	251.00%
PD-Guidance	001.300.2357.1.3.041.600.5	\$ 1,439	\$ 1,300	\$ 1,000	-	\$ 1,000	-	\$ 2,300	\$ 1,300	130.00%
PD-Health/Cons Sci	001.300.2357.1.3.044.600.5	\$ -	\$ 426	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
PD-Library	001.300.2357.1.3.050.600.5	\$ 500	\$ 445	\$ 206	-	\$ 250	-	\$ 500	\$ 250	100.00%
PD-Math	001.300.2357.1.3.052.600.5	\$ 1,179	\$ 995	\$ 993	-	\$ 2,000	-	\$ 1,750	\$ (250)	-12.50%
PD-Health/PE	001.300.2357.1.3.057.600.5	\$ 1,827	\$ 4,487	\$ 980	-	\$ 1,000	-	\$ 1,159	\$ 159	15.90%
PD-Science	001.300.2357.1.3.064.600.5	\$ 2,721	\$ 295	\$ 1,813	-	\$ 2,000	-	\$ 2,000	\$ -	0.00%
PD-Social Studies	001.300.2357.1.3.067.600.5	\$ 2,311	\$ 4,376	\$ 522	-	\$ 1,750	-	\$ 1,750	\$ -	0.00%
PD-SPED	001.300.2357.2.3.500.600.5	\$ -	\$ -	\$ -	-	\$ 2,153	-	\$ 2,000	\$ (153)	-7.10%
Sub Total--PD		\$ 14,199	\$ 15,723	\$ 10,719	-	\$ 14,503	-	\$ 20,182	\$ 5,679	39.16%
Student Support Services										
Guidance Counselor	001.300.2710.1.3.041.100.5	\$ 355,756	\$ 299,065	\$ 309,612	4.00	\$ 333,790	4.00	\$ 352,412	\$ 18,622	5.58%
Salary-Department Heads	001.300.2710.1.3.041.110.5	\$ 3,186	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
RHS Guidance Clerical	001.300.2710.1.3.041.200.5	\$ 37,252	\$ 38,256	\$ 39,276	0.78	\$ 40,345	0.78	\$ 41,397	\$ 1,053	2.61%
Contracted Services-Guidance	001.300.2710.1.3.041.400.5	\$ 7,475	\$ 6,400	\$ 6,359	-	\$ 6,400	-	\$ 5,500	\$ (900)	-14.06%
HS Guidance Exp Supplies	001.300.2710.1.3.041.500.5	\$ 2,391	\$ 2,500	\$ 2,483	-	\$ 2,500	-	\$ 2,500	\$ -	0.00%
HS Guidance Non-Exp Supplies	001.300.2710.1.3.041.520.5	\$ 487	\$ 514	\$ 500	-	\$ 500	-	\$ 510	\$ 10	2.00%
Sub Total		\$ 406,547	\$ 346,735	\$ 358,230	4.78	\$ 383,534	4.78	\$ 402,319	\$ 18,785	4.90%
Special Education										
SPED Specialist Teachers Salary	001.300.2310.2.3.099.100.5	\$ 403,890	\$ 350,098	\$ 572,798	8.00	\$ 607,067	8.00	\$ 603,424	\$ (3,643)	-0.60%
Department Chair Salary	001.300.2315.2.3.099.100.5	\$ 47,278	\$ 47,500	\$ 50,000	0.50	\$ 51,250	0.50	\$ 52,275	\$ 1,025	2.00%
Related Services- OT, PT, SLP	001.300.2320.2.3.099.100.5	\$ 9,150	\$ 9,378	\$ 9,613	0.11	\$ 9,829	-	\$ -	\$ (9,829)	-100.00%
SPED TA Salary	001.300.2330.2.3.093.300.5	\$ 30,503	\$ 10,822	\$ 123,932	6.00	\$ 141,723	6.00	\$ 175,633	\$ 33,910	23.93%
Sub Total		\$ 490,821	\$ 417,798	\$ 756,343	14.61	\$ 809,869	14.50	\$ 831,332	\$ 21,463	2.65%

Hamilton-Wenham RHS Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
STAY Program										
STAY Teacher Salary	001.300.2305.1.3.051.100.5	\$ 63,957	\$ 69,268	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
STAY Behavior Specialist Salary	001.300.2310.2.3.051.100.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
STAY TA Salary	001.300.2330.1.3.051.300.5	\$ 35,272	\$ 32,246	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
Sub Total		\$ 99,229	\$ 101,514	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
Textbooks										
Textbooks-Fine Arts	001.300.2410.1.3.020.520.5	\$ 852	\$ 776	\$ 798	-	\$ 850	-	\$ -	\$ (850)	-100.00%
Textbooks-English	001.300.2410.1.3.034.520.5	\$ 5,468	\$ 10,946	\$ 8,946	-	\$ 10,950	-	\$ 7,800	\$ (3,150)	-28.77%
Textbooks World Language	001.300.2410.1.3.036.520.5	\$ 12	\$ 3,542	\$ 2,193	-	\$ 2,800	-	\$ 2,000	\$ (800)	-28.57%
Textbooks-Math/Tech	001.300.2410.1.3.052.520.5	\$ 7,706	\$ 1,399	\$ 805	-	\$ 1,500	-	\$ 16,960	\$ 15,460	1030.67%
Textbooks-Science	001.300.2410.1.3.064.520.5	\$ 11,649	\$ 3,321	\$ 3,030	-	\$ 3,195	-	\$ 3,500	\$ 305	9.55%
Textbooks-Social Studies	001.300.2410.1.3.067.520.5	\$ 963	\$ 1,549	\$ 620	-	\$ 2,600	-	\$ 1,089	\$ (1,511)	-58.12%
Sub Total		\$ 26,649	\$ 21,532	\$ 16,391	-	\$ 21,895	-	\$ 31,349	\$ 9,454	43.18%
Supplies/Materials/CS										
Contracted Services-Health/FCS	001.300.2330.1.3.044.400.5	\$ -	\$ -	\$ 435	-	\$ 400	-	\$ -	\$ (400)	-100.00%
Contracted Services-Fine Arts	001.300.2330.1.3.054.400.5	\$ 1,520	\$ 1,552	\$ 1,580	-	\$ 1,520	-	\$ -	\$ (1,520)	-100.00%
Contracted Services-Health/PE	001.300.2330.1.3.057.400.5	\$ 1,114	\$ 726	\$ 861	-	\$ 1,100	-	\$ -	\$ (1,100)	-100.00%
Contracted Services-Science	001.300.2330.1.3.064.400.5	\$ 1,354	\$ 1,288	\$ 1,678	-	\$ 2,000	-	\$ -	\$ (2,000)	-100.00%
DL & Online Coursework	001.300.2345.1.3.099.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 32,900	\$ 32,900	#DIV/0!
Other Inst. Mat.-Library	001.300.2415.1.3.050.400.5	\$ 1,500	\$ 834	\$ 1,335	-	\$ 1,500	-	\$ 11,275	\$ 9,775	651.67%
Supplies Materials-Library	001.300.2415.1.3.050.500.5	\$ 714	\$ 588	\$ 668	-	\$ 550	-	\$ 3,000	\$ 2,450	445.45%
Non-Exp Materials-Library	001.300.2415.1.3.050.520.5	\$ 7,079	\$ 6,840	\$ 6,895	-	\$ 8,000	-	\$ -	\$ (8,000)	-100.00%
Inst. Equip.-Technical Engineering	001.300.2420.1.3.045.520.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 4,000	\$ 4,000	#DIV/0!
Inst. Equip.-Fine Arts	001.300.2420.1.3.020.520.5	\$ 5,850	\$ 5,780	\$ 5,883	-	\$ 5,900	-	\$ 11,420	\$ 5,520	93.56%
Inst. Equip.-Business	001.300.2420.1.3.025.520.5	\$ 3,774	\$ -	\$ -	-	\$ -	-	\$ 500	\$ 500	#DIV/0!
Inst. Equip.-English	001.300.2420.1.3.034.520.5	\$ 60	\$ 191	\$ 235	-	\$ 200	-	\$ 200	\$ -	0.00%
Inst. Equip.-Foreign Language	001.300.2420.1.3.036.520.5	\$ 315	\$ 230	\$ 28	-	\$ 315	-	\$ -	\$ (315)	-100.00%
Inst. Equip.-Health/FCS	001.300.2420.1.3.044.520.5	\$ 400	\$ 704	\$ 484	-	\$ 500	-	\$ -	\$ (500)	-100.00%
Inst. Equip.-Math	001.300.2420.1.3.052.520.5	\$ 149	\$ 204	\$ 340	-	\$ 165	-	\$ -	\$ (165)	-100.00%
Inst. Equip. Maint.-Fine Arts	001.300.2420.1.3.054.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 855	\$ 855	#DIV/0!
Inst. Equip.-Fine Arts	001.300.2420.1.3.054.520.5	\$ 3,731	\$ 3,722	\$ 3,750	-	\$ 4,000	-	\$ -	\$ (4,000)	-100.00%
Inst. Equip. Maint.-Health/PE	001.300.2420.1.3.057.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 600	\$ 600	#DIV/0!
Inst. Equip.-Health/PE	001.300.2420.1.3.057.520.5	\$ 3,041	\$ 515	\$ 1,694	-	\$ 2,150	-	\$ 8,550	\$ 6,400	297.67%
Inst. Equip. Maint.-Science	001.300.2420.1.3.064.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 1,200	\$ 1,200	#DIV/0!
Inst. Equip.-Science	001.300.2420.1.3.064.520.5	\$ 11,760	\$ 13,600	\$ 10,972	-	\$ 11,000	-	\$ 9,250	\$ (1,750)	-15.91%
Inst. Equip.-Social Studies	001.300.2420.1.3.067.520.5	\$ -	\$ 330	\$ -	-	\$ 375	-	\$ 3,054	\$ 2,679	714.40%
Inst. Equip.-SPED	001.300.2420.2.3.099.520.5	\$ 1,256	\$ -	\$ 1,103	-	\$ 130	-	\$ 130	\$ -	0.00%
Rental/Lease Equipment	001.300.2420.9.3.099.620.5	\$ 27,469	\$ 27,091	\$ 26,813	-	\$ 26,437	-	\$ 28,154	\$ 1,717	6.49%
General Classroom Supplies-Gen Ed	001.300.2430.1.3.099.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 17,200	\$ 17,200	#DIV/0!
General Supplies-Technical Engineering	001.300.2430.1.3.045.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 5,000	\$ 5,000	#DIV/0!
General Exp Materials-Fine Arts	001.300.2430.1.3.020.500.5	\$ 8,737	\$ 8,694	\$ 8,642	-	\$ 8,800	-	\$ 11,800	\$ 3,000	34.09%
General Exp Materials-Business	001.300.2430.1.3.025.500.5	\$ 2,877	\$ -	\$ -	-	\$ -	-	\$ 750	\$ 750	#DIV/0!
General Exp Materials-English	001.300.2430.1.3.034.500.5	\$ 93	\$ 1,523	\$ 1,099	-	\$ 1,375	-	\$ 2,145	\$ 770	56.00%
General Exp Materials-Foreign Language	001.300.2430.1.3.036.500.5	\$ 2,400	\$ 1,537	\$ 1,531	-	\$ 2,400	-	\$ 2,720	\$ 320	13.33%
General Exp Materials-HCS	001.300.2430.1.3.044.500.5	\$ 690	\$ 3,028	\$ 3,021	-	\$ 3,000	-	\$ -	\$ (3,000)	-100.00%
General Exp Materials-Math	001.300.2430.1.3.052.500.5	\$ 1,129	\$ 1,338	\$ 1,327	-	\$ 1,350	-	\$ 1,295	\$ (55)	-4.07%
General Exp Materials-Fine Arts	001.300.2430.1.3.054.500.5	\$ 2,392	\$ 2,381	\$ 1,361	-	\$ 2,466	-	\$ -	\$ (2,466)	-100.00%
General Exp Materials-Health/PE	001.300.2430.1.3.057.500.5	\$ 7,966	\$ 4,248	\$ 2,338	-	\$ 2,500	-	\$ 3,200	\$ 700	28.00%

Hamilton-Wenham RHS Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
General Exp Materials-Science	001.300.2430.1.3.064.500.5	\$ 17,483	\$ 15,521	\$ 15,398	-	\$ 15,800	-	\$ 14,950	\$ (850)	-5.38%
General Exp Materials-Social Studies	001.300.2430.1.3.067.500.5	\$ 183	\$ 1,856	\$ 1,216	-	\$ 1,250	-	\$ 4,234	\$ 2,984	238.72%
General Classroom Supplies-SPED	001.300.2430.2.3.099.500.5	\$ 1,159	\$ 995	\$ 2,067	-	\$ 3,100	-	\$ 1,100	\$ (2,000)	-64.52%
Other Inst. Serv - Business	001.300.2440.1.3.025.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 400	\$ 400	#DIV/0!
HS Intensive Learning Program Other Exp	001.300.2440.2.3.074.600.5	\$ 1,430	\$ -	\$ 809	-	\$ 2,350	-	\$ 800	\$ (1,550)	-65.96%
Exp Materials-Classroom Tech	001.300.2451.1.3.020.520.5	\$ 3,198	\$ 3,185	\$ 3,526	-	\$ 3,200	-	\$ -	\$ (3,200)	-100.00%
Non- Exp Materials-Music/Drama	001.300.2451.1.3.054.520.5	\$ 788	\$ 786	\$ 759	-	\$ 800	-	\$ -	\$ (800)	-100.00%
Sub Total		\$ 121,610	\$ 109,286	\$ 107,846	-	\$ 114,633	-	\$ 180,682	\$ 66,049	57.62%
Pupil Services										
School Nurse	001.300.3200.1.3.042.130.5	\$ 94,855	\$ 101,662	\$ 109,495	1.50	\$ 116,951	1.50	\$ 113,290	\$ (3,662)	-3.13%
Contracted Services Health	001.300.3200.1.3.042.400.5	\$ 130	\$ -	\$ -	-	\$ 400	-	\$ 500	\$ 100	25.00%
Exp Material-Health	001.300.3200.1.3.042.500.5	\$ 1,228	\$ 1,063	\$ 1,280	-	\$ 1,600	-	\$ 1,600	\$ -	0.00%
Non-Exp Materials-Health	001.300.3200.1.3.042.520.5	\$ 210	\$ 90	\$ -	-	\$ 600	-	\$ 600	\$ -	0.00%
Prof. Dev.-Health	001.300.3200.1.3.042.600.5	\$ 625	\$ 426	\$ 631	-	\$ 750	-	\$ 375	\$ (375)	-50.00%
Contracted Services-National History Day	001.300.3520.1.3.067.460.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 3,190	\$ 3,190	#DIV/0!
Contracted Services Other Student Activities	001.300.3520.9.3.099.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 2,500	\$ 2,500	#DIV/0!
Exp Materials Other Student Activities	001.300.3520.9.3.099.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 42,100	\$ 42,100	#DIV/0!
Other Exp. For Other Student Activities	001.300.3520.9.3.099.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 8,800	\$ 8,800	#DIV/0!
Sub Total		\$ 97,048	\$ 103,241	\$ 111,406	1.50	\$ 120,301	1.50	\$ 172,955	\$ 52,654	43.77%
Technology										
Non-Exp Materials-Tech	001.300.2420.1.3.027.520.5	\$ 1,027	\$ 10,512	\$ 5,053	-	\$ 5,000	-	\$ 5,530	\$ 530	10.61%
Exp Materials-Tech AV	001.300.2430.1.3.027.500.5	\$ 4,193	\$ -	\$ 4,343	-	\$ 5,000	-	\$ 2,845	\$ (2,155)	-43.10%
Instructional Hardware	001.300.2453.1.3.027.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 1,200	\$ 1,200	#DIV/0!
Exp Materials-Technology	001.300.2451.1.3.027.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 1,000	\$ 1,000	#DIV/0!
Sub Total		\$ 5,220	\$ 10,512	\$ 9,395	-	\$ 10,000	-	\$ 10,576	\$ 576	5.76%
Instructional Services Total		\$ 5,366,516	\$ 5,346,221	\$ 5,681,378	70.79	\$ 5,941,778	70.68	\$ 6,115,257	\$ 173,479	2.92%
Maintenance										
Custodial Salary	001.300.4110.9.3.099.320.5	\$ 178,168	\$ 187,782	\$ 192,442	4.00	\$ 198,806	4.00	\$ 203,244	\$ 4,438	2.23%
Custodial Supplies and Materials	001.300.4110.9.3.099.500.5	\$ 18,867	\$ 28,794	\$ 35,409	-	\$ 22,000	-	\$ 43,500	\$ 21,500	97.73%
Custodial Clothing Allowance	001.300.4110.9.9.099.600.5	\$ 1,609	\$ 1,427	\$ 1,285	-	\$ 1,300	-	\$ 1,860	\$ 560	43.08%
Yearly Maintenance	001.300.4220.9.3.099.420.5	\$ 33,486	\$ 27,911	\$ 37,773	-	\$ 36,450	-	\$ 209,500	\$ 173,050	474.76%
Yearly Repairs	001.300.4220.9.3.099.421.5	\$ 70,425	\$ 41,545	\$ 38,143	-	\$ 39,100	-	\$ 40,664	\$ 1,564	4.00%
Special Projects	001.300.4220.9.3.099.430.5	\$ 8,125	\$ 32,685	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
Sub Total		\$ 310,680	\$ 320,145	\$ 305,051	4.00	\$ 297,656	4.00	\$ 498,768	\$ 201,112	67.57%
Utilities										
Gas Service	001.300.4120.9.3.099.670.5	\$ 61,904	\$ 67,698	\$ 56,440	-	\$ 57,544	-	\$ 71,083	\$ 13,539	23.53%
Electricity	001.300.4130.9.3.099.650.5	\$ 140,308	\$ 125,431	\$ 102,000	-	\$ 106,617	-	\$ 147,324	\$ 40,707	38.18%
Telephone	001.300.4130.9.3.099.680.5	\$ 18,807	\$ 15,168	\$ 14,360	-	\$ 15,168	-	\$ 15,078	\$ (90)	-0.59%
Water	001.300.4130.9.3.099.690.5	\$ 6,001	\$ 4,581	\$ 5,060	-	\$ 4,581	-	\$ 5,313	\$ 732	15.97%
Sub Total		\$ 227,020	\$ 212,879	\$ 177,859	-	\$ 183,909	-	\$ 238,798	\$ 54,888	29.85%
Operations/Maintenance Total		\$ 537,700	\$ 533,024	\$ 482,911	4.00	\$ 481,565	4.00	\$ 737,566	\$ 256,001	53.16%
Total:		\$ 5,904,216	\$ 5,879,244	\$ 6,164,288	74.79	\$ 6,423,342	74.68	\$ 6,852,822	\$ 429,480	6.69%

District Athletics Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
SalaryDirector	001.300.3510.1.3.022.100.5	\$ 95,284	\$ 97,667	\$ 100,109	1.00	\$ 102,612	1.00	\$ 104,665	\$ 2,053	2.00%
Salary Secretary	001.300.3510.1.3.022.200.5	\$ 30,601	\$ 28,017	\$ 32,150	0.75	\$ 33,614	0.75	\$ 35,142	\$ 1,529	4.55%
Salary Summer Nurse	001.300.3510.1.3.022.390.5	\$ 2,880	\$ 1,085	\$ -	-	\$ 750	-	\$ 750	\$ -	0.00%
Transportation/Contract Services	001.300.3510.1.3.022.400.5	\$ 61,159	\$ 47,887	\$ 53,041	-	\$ 59,250	-	\$ 42,440	\$ (16,810)	-28.37%
Officials & Other Personnel	001.300.3510.1.3.022.470.5	\$ 1,625	\$ 1,783	\$ 5,455	-	\$ 8,612	-	\$ 8,702	\$ 90	1.05%
Supplies	001.300.3510.1.3.022.500.5	\$ 3,676	\$ 4,045	\$ 547	-	\$ 4,300	-	\$ 14,300	\$ 10,000	232.56%
Repair & Replace Equipment	001.300.3510.1.3.022.520.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 13,000	\$ 13,000	#DIV/0!
Other incl League & MIAA	001.300.3510.1.3.022.600.5	\$ 1,367	\$ 743	\$ 1,028	-	\$ 1,200	-	\$ 14,048	\$ 12,848	1070.67%
User Fee Reduction & Scholarships	001.300.3510.1.3.022.603.5	\$ 139,564	\$ 156,363	\$ 308,456	-	\$ 367,806	-	\$ 395,213	\$ 27,407	7.45%
Athletics Total		\$ 336,155	\$ 337,590	\$ 500,785	1.75	\$ 578,143	1.75	\$ 628,260	\$ 50,117	8.67%

Hamilton-Wenham Central Office Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
School Committee										
Clerical/SC	001.400.1110.9.9.000.200.5	\$ 3,150	\$ 3,470	\$ 5,010	0.10	\$ 3,690	0.04	\$ 5,110	\$ 1,420	38.49%
Contracted Services/SC	001.400.1110.9.9.000.400.5	\$ 5,052	\$ 12,045	\$ 9,681	-	\$ 10,000	-	\$ 10,000	\$ -	0.00%
Supplies/Matertials--SC	001.400.1110.9.9.000.500.5	\$ 172	\$ 229	\$ 468	-	\$ 4,000	-	\$ 4,000	\$ -	0.00%
OT Exp/SC	001.400.1110.9.9.000.600.5	\$ 11,982	\$ 14,182	\$ 14,421	-	\$ 12,000	-	\$ 13,528	\$ 1,528	12.74%
Cont Serv Legal and SC	001.400.1430.9.9.000.450.5	\$ 13,040	\$ 23,510	\$ 9,350	-	\$ 15,000	-	\$ 24,215	\$ 9,215	61.44%
Sub Total		\$ 33,396	\$ 53,437	\$ 38,929	0.10	\$ 44,690	0.04	\$ 56,854	\$ 12,164	27.22%
Superintendent's Office										
Supt's Salary	001.400.1210.9.9.000.100.5	\$ 179,476	\$ 183,963	\$ 193,639	1.00	\$ 193,277	1.00	\$ 193,277	\$ (0)	0.00%
Sick Day Buy Back	001.400.1210.9.9.000.190.5	\$ 16,928	\$ 12,923	\$ 645	-	\$ 25,848	-	\$ -	\$ (25,848)	-100.00%
Clerical/Supt Office Salary	001.400.1210.9.9.000.200.5	\$ 61,750	\$ 63,413	\$ 70,904	1.00	\$ 66,904	1.00	\$ 78,215	\$ 11,311	16.91%
Contracted Services-Supt Office	001.400.1210.9.9.000.400.5	\$ 69,517	\$ 22,632	\$ 4,582	-	\$ 20,700	-	\$ 70,700	\$ 50,000	241.55%
Supplies and Materials-Supt Office	001.400.1210.9.9.000.500.5	\$ 13,139	\$ 10,525	\$ 9,445	-	\$ 5,000	-	\$ 5,000	\$ -	0.00%
Non Expt Supt Office	001.400.1210.9.9.000.520.5	\$ 28,738	\$ 140	\$ 924	-	\$ 25,000	-	\$ 25,000	\$ -	0.00%
PD, Travel, Affil. Supt Office	001.400.1210.9.9.000.600.5	\$ 17,906	\$ 15,845	\$ 12,662	-	\$ 13,206	-	\$ 13,206	\$ -	0.00%
Admin PD	001.400.1210.9.9.000.640.5	\$ 21,699	\$ 7,210	\$ 11,814	-	\$ 22,000	-	\$ 22,000	\$ -	0.00%
Administrative Salary Contingency	001.400.1210.9.9.002.640.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 26,142	\$ 26,142	#DIV/0!
Sub Total		\$ 409,153	\$ 316,651	\$ 304,613	2.00	\$ 371,935	2.00	\$ 433,540	\$ 61,605	16.56%
Business Office										
Affiliations/Conferences Business Off	001.400.1410.0.9.000.600.5	\$ 1,195	\$ 4,178	\$ 1,805	-	\$ 5,500	-	\$ 5,500	\$ -	0.00%
Rental/Lease Equipment	001.400.1410.9.9.000.620.5	\$ 9,479	\$ 8,908	\$ 8,806	-	\$ 8,027	-	\$ 9,246	\$ 1,219	15.19%
Sal Prof Bus & Fin Asst. Supt	001.400.1410.9.9.026.100.5	\$ 150,000	\$ 157,500	\$ 161,438	1.00	\$ 165,474	1.00	\$ 150,075	\$ (15,399)	-9.31%
Sal Cler Business and Finance	001.400.1410.9.9.026.200.5	\$ 319,444	\$ 320,237	\$ 339,773	4.40	\$ 343,741	3.90	\$ 291,806	\$ (51,935)	-15.11%
Cont Serv Bus and Finance	001.400.1410.9.9.026.400.5	\$ 103,250	\$ 99,534	\$ 64,640	-	\$ 97,000	-	\$ 97,000	\$ -	0.00%
Exp Materials Bus and Fin	001.400.1410.9.9.026.500.5	\$ 19,140	\$ 11,271	\$ 17,039	-	\$ 15,000	-	\$ 15,000	\$ -	0.00%
Non Exp Materials Bus and Fin	001.400.1410.9.9.026.520.5	\$ 902	\$ -	\$ 20,728	-	\$ 22,000	-	\$ 22,000	\$ -	0.00%
Other Exp Bus and Fin	001.400.1410.9.9.026.600.5	\$ 4,583	\$ 3,878	\$ 6,665	-	\$ 5,000	-	\$ 5,000	\$ -	0.00%
Human Resources	001.400.1420.9.9.024.100.5	\$ 54,340	\$ 49,443	\$ 50,683	0.66	\$ 51,950	1.00	\$ 76,500	\$ 24,550	47.26%
Human Resources Assistant	001.400.1420.9.9.024.200.5	\$ -	\$ -	\$ 10,650	0.45	\$ 19,188	-	\$ -	\$ (19,188)	-100.00%
Human Resources Other Expenses	001.400.1420.9.9.024.600.5	\$ 506	\$ 449	\$ -	-	\$ 462	-	\$ 462	\$ -	0.00%
Sub Total-Business		\$ 662,839	\$ 655,398	\$ 682,228	6.51	\$ 733,342	5.90	\$ 672,590	\$ (60,753)	-8.28%
Other Office Expenses										
PD-Office Personnel Salary	001.400.1410.9.9.099.300.5	\$ 4,750	\$ 2,250	\$ 1,500	-	\$ 9,000	-	\$ 9,000	\$ -	0.00%
PD-Office Personnel	001.400.1410.9.9.099.600.5	\$ 3,032	\$ 1,499	\$ 794	-	\$ 9,000	-	\$ 9,000	\$ -	0.00%
Admin Tech Cont Serv	001.400.1450.9.9.027.400.5	\$ 520	\$ -	\$ -	-	\$ 520	-	\$ 47,100	\$ 46,580	8957.69%
Sub Total		\$ 8,302	\$ 3,749	\$ 2,294	-	\$ 18,520	-	\$ 65,100	\$ 46,580	251.51%
Curriculum and Instruction										
C & I Other Expenses	001.400.2110.9.9.027.600.5	\$ 61	\$ 25	\$ 99	-	\$ 3,456	-	\$ 1,456	\$ (2,000)	-57.87%
Sal Asst. Supt. C & I	001.400.2110.9.9.073.100.5	\$ 120,000	\$ 123,000	\$ 126,075	1.00	\$ 129,227	1.00	\$ 131,812	\$ 2,585	2.00%
Sal Clerical C and I	001.400.2110.9.9.073.200.5	\$ 49,973	\$ 51,288	\$ 52,545	1.00	\$ 53,834	1.00	\$ 53,834	\$ -	0.00%
EXP Mat C & I Dept.	001.400.2110.9.9.073.500.5	\$ 2,022	\$ 133	\$ 14,443	-	\$ 1,300	-	\$ 600	\$ (700)	-53.85%
Non EXP Mat C & I Dept.	001.400.2110.9.9.073.520.5	\$ 201	\$ -	\$ 3,394	-	\$ 16,000	-	\$ -	\$ (16,000)	-100.00%
Affiliations/Memberships -C& I	001.400.2110.9.9.073.690.5	\$ 230	\$ 210	\$ 200	-	\$ 1,100	-	\$ 2,179	\$ 1,079	98.09%
C & I Travel	001.400.2110.9.9.089.601.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 350	\$ 350	#DIV/0!
Curriculum Coordinators	001.400.2315.9.9.099.100.5	\$ 126,330	\$ 167,690	\$ 171,883	1.75	\$ 176,180	1.75	\$ 179,706	\$ 3,526	2.00%
Sub Total		\$ 298,817	\$ 342,346	\$ 368,639	3.75	\$ 381,097	3.75	\$ 369,937	\$ (11,160)	-2.93%

Hamilton-Wenham Central Office Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Section 504										
504/Home/Hospital Tutor Aide Salary	001.400.2330.9.9.099.300.5	\$ 3,360	\$ 4,133	\$ 2,528	-	\$ -	-	\$ 3,000	\$ 3,000	#DIV/0!
504/Home/Hospital Tutor Cont. Services	001.400.2330.9.9.099.400.5	\$ 7,777	\$ 795	\$ 690	-	\$ 6,500	-	\$ 3,500	\$ (3,000)	-46.15%
504/Home/Hospital Instructional Equipment	001.400.2420.1.9.099.610.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 500	\$ 500	#DIV/0!
Sub Total		\$ 11,137	\$ 4,928	\$ 3,218	-	\$ 6,500	-	\$ 7,000	\$ 500	7.69%
Substitute Salaries										
Substitute Salary	001.400.2325.9.9.092.300.5	\$ 188,494	\$ 193,268	\$ 249,717	-	\$ 190,250	-	\$ 277,463	\$ 87,213	45.84%
Sub Total		\$ 188,494	\$ 193,268	\$ 249,717	-	\$ 190,250	-	\$ 277,463	\$ 87,213	45.84%
ELL										
ELL Eval Salary/Stipends	001.400.2330.9.9.046.300.5	\$ 36,811	\$ 36,390	\$ 36,638	0.95	\$ 42,066	0.33	\$ 21,033	\$ (21,033)	-50.00%
ELL Teacher	001.400.2305.9.9.046.100.5	\$ -	\$ -	\$ -	-	\$ -	1.00	\$ 66,936	\$ 66,936	#DIV/0!
ELL Cont Services	001.400.2330.9.9.046.400.5	\$ 1,605	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
ELL Other Expense	001.400.2357.9.9.046.600.5	\$ -	\$ -	\$ -	-	\$ 1,000	-	\$ -	\$ (1,000)	-100.00%
ELL Supplies	001.400.2430.1.9.046.500.5	\$ -	\$ 98	\$ 320	-	\$ 2,000	-	\$ 2,500	\$ 500	25.00%
Sub Total		\$ 38,416	\$ 36,488	\$ 36,958	0.95	\$ 45,066	1.33	\$ 90,469	\$ 45,403	100.75%
Curriculum and Instruction										
District Extended Responsibilities	001.400.2315.9.9.029.160.5	\$ 32,525	\$ 32,765	\$ 34,594	-	\$ 45,591	-	\$ 45,228	\$ (363)	-0.80%
Summer WKSP C & I Salaries	001.400.2353.9.9.089.100.5	\$ 14,550	\$ 13,415	\$ 15,945	-	\$ 20,250	-	\$ 20,250	\$ -	0.00%
C & I Salaries PD Other Salaries	001.400.2353.9.9.099.300.5	\$ -	\$ 81	\$ 1,503	-	\$ 317	-	\$ 15,000	\$ 14,683	4629.62%
Substitutes Salary P/D	001.400.2355.9.9.092.300.5	\$ 29,175	\$ 28,193	\$ 30,388	-	\$ 31,500	-	\$ 35,000	\$ 3,500	11.11%
Prof Dev C & I	001.400.2357.9.9.073.600.5	\$ 20,590	\$ 39,606	\$ 42,527	-	\$ 42,673	-	\$ 45,100	\$ 2,427	5.69%
PD C & I Contracted Services	001.400.2357.9.9.088.400.5	\$ 9,453	\$ 7,580	\$ 4,340	-	\$ 10,000	-	\$ 13,590	\$ 3,590	35.90%
Exp Materials for PD	001.400.2357.9.9.099.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 3,300	\$ 3,300	#DIV/0!
PD Course Reimb-Teachers	001.400.2357.9.9.099.603.5	\$ 17,571	\$ 20,212	\$ 30,000	-	\$ 40,000	-	\$ 50,000	\$ 10,000	25.00%
PD Course Reimb-Teachers Assts.	001.400.2357.9.9.099.604.5	\$ 650	\$ 1,600	\$ 3,360	-	\$ 6,000	-	\$ 6,000	\$ -	0.00%
Textbooks C&I	001.400.2410.9.9.073.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 16,000	\$ 16,000	#DIV/0!
C & I Contracted Services	001.400.2430.0.9.000.400.5	\$ -	\$ 2,420	\$ 8,000	-	\$ 6,590	-	\$ -	\$ (6,590)	-100.00%
Sub Total		\$ 124,514	\$ 145,871	\$ 170,656	-	\$ 202,921	-	\$ 249,468	\$ 46,547	22.94%
Guidance K-12										
Guidance K-12 Salaries	001.400.2710.9.9.041.100.5	\$ 105,000	\$ 107,625	\$ 110,316	1.00	\$ 113,074	1.00	\$ 115,336	\$ 2,262	2.00%
Sub Total		\$ 105,000	\$ 107,625	\$ 110,316	1.00	\$ 113,074	1.00	\$ 115,336	\$ 2,262	2.00%
Pupil Services										
District Physician	001.400.3200.9.9.042.400.5	\$ 2,500	\$ 2,500	\$ 2,500	-	\$ 2,500	-	\$ 2,500	\$ -	0.00%
SRO	001.400.3600.9.9.000.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 56,598	\$ 56,598	#DIV/0!
Food Services	001.400.3400.9.9.080.300.5	\$ 45,976	\$ 8,105	\$ -	-	\$ 35,000	-	\$ 35,000	\$ -	0.00%
Sub Total		\$ 48,476	\$ 10,605	\$ 2,500	-	\$ 37,500	-	\$ 94,098	\$ 56,598	150.93%
Transportation										
Student Transportation Coordinator	001.400.3300.9.9.099.100.5	\$ -	\$ -	\$ 5,200	-	\$ -	-	\$ 5,450	\$ 5,450	#DIV/0!
Student Transportation-Regular Ed	001.400.3300.1.9.099.410.5	\$ 709,103	\$ 738,783	\$ 764,219	-	\$ 828,880	-	\$ 845,840	\$ 16,960	2.05%
Sub Total		\$ 709,103	\$ 738,783	\$ 769,419	-	\$ 828,880	-	\$ 851,290	\$ 22,410	2.70%
Out of District Tuition										
Out of District Non-Special Ed	001.400.9400.1.3.051.400.5	\$ -	\$ 14,541	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
School Choice OUT	001.400.9110.1.3.099.400.5	\$ 98,499	\$ 98,665	\$ 80,204	-	\$ 93,370	-	\$ 81,879	\$ (11,491)	-12.31%
Tuition to Charter Schools	001.400.9120.1.9.099.400.5	\$ 16,344	\$ 19,554	\$ 24,070	-	\$ -	-	\$ -	\$ -	#DIV/0!
Sub Total		\$ 114,843	\$ 132,760	\$ 104,274	-	\$ 93,370	-	\$ 81,879	\$ (11,491)	-12.31%
District Administration Total		\$ 2,752,490	\$ 2,741,909	\$ 2,843,761	14.31	\$ 3,067,146	14.02	\$ 3,365,023	\$ 297,877	9.71%

District Maintenance Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Maintenance-Admin										
Maint Director Affiliations/Memberships	001.400.4110.0.9.000.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 1,920	\$ 1,920	#DIV/0!
Summer Help Salary	001.400.4110.9.9.099.320.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 27,540	\$ 27,540	#DIV/0!
Sub Custodian Salary	001.400.4110.9.9.090.320.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 50,000	\$ 50,000	#DIV/0!
Salary Maintenance Director & Staff	001.400.4110.9.9.000.100.5	\$ 84,050	\$ 86,152	\$ 100,000	1.00	\$ 102,500	1.00	\$ 122,400	\$ 19,900	19.41%
Maint Director & Staff Clothing	001.400.4110.9.9.000.190.5	\$ 1,000	\$ 1,000	\$ 1,000	-	\$ 1,000	-	\$ -	\$ (1,000)	-100.00%
Salary/Clerical Facilities	001.400.4110.9.9.000.200.5	\$ 29,596	\$ 28,527	\$ 28,102	0.86	\$ 38,914	0.75	\$ 38,136	\$ (777)	-2.00%
Custodial OT Salary	001.400.4110.9.9.000.320.5	\$ 112,417	\$ 112,373	\$ 107,429	-	\$ 82,000	-	\$ 18,480	\$ (63,520)	-77.46%
Custodial Other Expense	001.400.4110.9.9.000.600.5	\$ 4,609	\$ 4,425	\$ 4,351	-	\$ 4,500	-	\$ 3,950	\$ (550)	-12.22%
Sub Total		\$ 231,672	\$ 232,478	\$ 240,881	1.86	\$ 228,914	1.75	\$ 262,426	\$ 33,513	14.64%
Utilities										
District Gas Service	001.400.4120.9.9.000.670.5	\$ 10,143	\$ 11,835	\$ 13,029	-	\$ 11,835	-	\$ 13,681	\$ 1,846	15.60%
District Electric	001.400.4130.9.9.000.650.5	\$ 11,873	\$ 10,531	\$ 10,385	-	\$ 10,531	-	\$ 12,466	\$ 1,935	18.38%
District Telephone	001.400.4130.9.9.000.680.5	\$ 7,632	\$ 7,061	\$ 7,521	-	\$ 7,061	-	\$ 7,897	\$ 836	11.84%
District Water	001.400.4130.9.9.000.690.5	\$ 4,406	\$ 429	\$ 1,050	-	\$ 429	-	\$ 1,102	\$ 673	157.10%
Sub Total		\$ 34,054	\$ 29,855	\$ 31,985	-	\$ 29,855	-	\$ 35,146	\$ 5,291	17.72%
Maintenance										
Maintenance Staff	001.400.4220.9.9.000.300.5	\$ 156,481	\$ 154,589	\$ 153,653	3.00	\$ 172,545	3.00	\$ 180,192	\$ 7,647	4.43%
Maintenance OT Salary	001.400.4220.9.9.000.320.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 20,000	\$ 20,000	#DIV/0!
Cont. Serv District Repairs	001.400.4220.9.9.000.421.5	\$ 30,181	\$ 34,569	\$ 19,143	-	\$ 45,000	-	\$ 32,000	\$ (13,000)	-28.89%
Cont. Serv District Maintenance	001.400.4220.9.9.000.400.5	\$ 260,161	\$ 240,740	\$ 240,354	-	\$ 205,500	-	\$ 35,000	\$ (170,500)	-82.97%
Cont. Serv Central Office Repairs	001.400.4220.9.9.099.421.5	\$ 4,203	\$ 1,956	\$ 4,295	-	\$ 6,250	-	\$ 18,500	\$ 12,250	196.00%
Central Office Cust/Maint. Supplies	001.400.4220.9.9.099.500.5	\$ 4,498	\$ 2,994	\$ 3,981	-	\$ 2,850	-	\$ 5,000	\$ 2,150	75.44%
District-Wide Maintenance Supplies	001.400.4220.9.9.099.520.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 1,000	\$ 1,000	#DIV/0!
Sub Total		\$ 455,523	\$ 434,848	\$ 421,426	3.00	\$ 432,145	3.00	\$ 291,692	\$ (140,453)	-32.50%
Operations/Maintenance Total		\$ 721,249	\$ 697,181	\$ 694,292	4.86	\$ 690,913	4.75	\$ 589,264	\$ (101,649)	-14.71%

Benefits & Fixed Charges		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
403B Matching Funds	001.400.5100.9.9.000.401.5	\$ 31,025	\$ 30,755	\$ 31,190	-	\$ 42,000	-	\$ 43,300	\$ 1,300	3.10%
Cont Serv Retirement (Essex)	001.400.5100.9.9.000.410.5	\$ 823,009	\$ 866,990	\$ 908,291	-	\$ 986,641	-	\$ 1,048,965	\$ 62,324	6.32%
Cont Serv Medicare Tax	001.400.5100.9.9.000.490.5	\$ 275,063	\$ 279,677	\$ 295,596	-	\$ 301,726	-	\$ 309,269	\$ 7,543	2.50%
Cont Serv SS Tax	001.400.5100.9.9.000.491.5	\$ 48,800	\$ 57,092	\$ 52,340	-	\$ 59,983	-	\$ 61,482	\$ 1,500	2.50%
Sick Day Buy Back	001.400.5150.9.9.000.190.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 9,374	\$ 9,374	#DIV/0!
Cont Serv Unemployment	001.400.5200.9.9.000.400.5	\$ 18,241	\$ 34,058	\$ 44,975	-	\$ 25,000	-	\$ 60,000	\$ 35,000	140.00%
District Share Health Deductable	001.400.5200.9.9.000.480.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 59,995	\$ 59,995	#DIV/0!
Cont Serv Group Life INS	001.400.5200.9.9.000.481.5	\$ 6,836	\$ 6,624	\$ 6,521	-	\$ 8,000	-	\$ 8,000	\$ -	0.00%
District Share Health INS	001.400.5200.9.9.000.482.5	\$ 1,579,694	\$ 1,728,317	\$ 1,922,994	-	\$ 1,983,714	-	\$ 2,523,096	\$ 539,381	27.19%
Cont Serv. Workmans Comp	001.400.5200.9.9.000.485.5	\$ 86,542	\$ 104,110	\$ 130,130	-	\$ 136,147	-	\$ 145,677	\$ 9,530	7.00%
Health Insurance - Food Services	001.400.5200.9.9.001.482.5	\$ 55,305	\$ 44,150	\$ 46,715	-	\$ 49,607	-	\$ 53,049	\$ 3,442	6.94%
Cont Serv. Retiree Life Insurance	001.400.5250.9.9.000.481.5	\$ 371	\$ 434	\$ 355	-	\$ 600	-	\$ 600	\$ -	0.00%
Cont Serv. Medicare Supp.	001.400.5250.9.9.000.483.5	\$ 327,717	\$ 434,768	\$ 441,942	-	\$ 497,649	-	\$ 558,355	\$ 60,706	12.20%
Cont Serv. Retiree's Full Plans	001.400.5250.9.9.001.483.5	\$ 223,108	\$ 255,672	\$ 235,348	-	\$ 280,949	-	\$ 266,428	\$ (14,520)	-5.17%
Property/Liability/Casualty/Sports Insurance	001.400.5260.9.9.000.484.5	\$ 74,864	\$ 77,812	\$ 77,053	-	\$ 91,367	-	\$ 97,762	\$ 6,396	7.00%
Rental/Lease Equipment	001.400.5300.9.9.099.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 15,670	\$ 15,670	#DIV/0!
Crossing Guards Salary	001.400.5550.1.9.099.350.5	\$ 12,617	\$ 12,865	\$ 13,065	-	\$ 22,806	0.86	\$ 25,200	\$ 2,394	10.50%
Total		\$ 3,563,191	\$ 3,933,325	\$ 4,206,515	-	\$ 4,486,189	0.86	\$ 5,286,222	\$ 800,034	17.83%

Special Education Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Administration										
Legal Settlements Con Serv	001.500.1435.2.9.091.450.5	\$ 47,258	\$ 78,260	\$ 69,917	-	\$ 40,000	-	\$ 70,000	\$ 30,000	75.00%
SPED Director Salary	001.500.2110.2.9.091.100.5	\$ 145,267	\$ 127,778	\$ 136,325	1.00	\$ 139,733	1.00	\$ 142,529	\$ 2,796	2.00%
Clerical SPED Salary	001.500.2110.2.9.091.200.5	\$ 107,206	\$ 110,747	\$ 109,299	2.77	\$ 116,095	2.77	\$ 144,500	\$ 28,405	24.47%
Expl Materials--SP NDS SUPV	001.500.2110.2.9.091.500.5	\$ 2,386	\$ 2,420	\$ 2,944	-	\$ 4,000	-	\$ 3,000	\$ (1,000)	-25.00%
NON Exp Materials--SP Needs SUPV	001.500.2110.2.9.091.520.5	\$ 2,237	\$ 218	\$ 2,168	-	\$ 9,500	-	\$ 700	\$ (8,800)	-92.63%
Affiliations/Memberships	001.500.2110.2.9.091.600.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 4,174	\$ 4,174	#DIV/0!
SPED Elementary Coordinator	001.500.2315.2.1.099.100.5	\$ 102,500	\$ 105,063	\$ 186,508	2.00	\$ 193,991	2.00	\$ 197,872	\$ 3,881	2.00%
Sub Total		\$ 406,855	\$ 424,486	\$ 507,161	5.77	\$ 503,319	5.77	\$ 562,775	\$ 59,456	11.81%
Out of District										
Collaborative Membership	001.500.2110.2.9.091.480.5	\$ 10,450	\$ 10,000	\$ 10,150	-	\$ 15,000	-	\$ 15,500	\$ 500	3.33%
SPED State Assessment	001.500.9100.2.3.099.400.5	\$ 10,724	\$ -	\$ 27,942	-	\$ 17,457	-	\$ 17,457	\$ -	0.00%
Contracted Serv Other Public School	001.500.9100.2.9.099.400.5	\$ 151,053	\$ 182,409	\$ 58,513	-	\$ 178,184	-	\$ 192,217	\$ 14,033	7.88%
Contracted Serv Out-of-State School	001.500.9200.2.9.099.400.5	\$ 204,599	\$ 207,429	\$ 307,462	-	\$ 348,213	-	\$ 257,026	\$ (91,187)	-26.19%
Contracted Serv Privt Schools	001.500.9300.2.9.099.400.5	\$ 1,659,135	\$ 2,098,453	\$ 2,207,049	-	\$ 2,628,776	-	\$ 3,628,793	\$ 1,000,017	38.04%
Contracted Serv Collaboratives	001.500.9400.2.9.099.400.5	\$ 400,335	\$ 588,575	\$ 793,739	-	\$ 587,666	-	\$ 596,023	\$ 8,357	1.42%
Sub Total		\$ 2,436,296	\$ 3,086,866	\$ 3,404,854	-	\$ 3,775,296	-	\$ 4,707,016	\$ 931,720	24.68%
Supplies/Materials/PD										
EXP MATL TECH SUPV	001.500.2250.2.9.091.500.5	\$ 2,249	\$ 1,739	\$ 6,581	-	\$ 2,500	-	\$ 500	\$ (2,000)	-80.00%
NON-EXP MATL TECH SUPV	001.500.2250.2.9.091.520.5	\$ 1,117	\$ 3,460	\$ 4,490	-	\$ 4,000	-	\$ 5,000	\$ 1,000	25.00%
Affiliations/Conferences	001.500.2357.2.9.091.690.5	\$ 975	\$ 600	\$ -	-	\$ 975	-	\$ -	\$ (975)	-100.00%
PD SPED	001.500.2357.2.9.099.600.5	\$ 6,555	\$ 4,003	\$ 13,813	-	\$ 20,900	-	\$ 28,075	\$ 7,175	34.33%
Curriculum and Intructional Materials	001.500.2410.2.9.091.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 12,418	\$ 12,418	#DIV/0!
NON-EXP MATL SPEECH	001.500.2420.2.9.056.520.5	\$ 1,610	\$ 231	\$ 661	-	\$ 2,310	-	\$ 750	\$ (1,560)	-67.53%
OT/PT NON EXP Materials	001.500.2420.2.9.070.520.5	\$ 699	\$ 475	\$ 120	-	\$ 350	-	\$ 1,000	\$ 650	185.71%
Rental/Lease Equipment	001.500.2420.2.9.099.620.5	\$ 6,387	\$ 5,330	\$ 5,613	-	\$ 5,153	-	\$ 5,893	\$ 740	14.37%
EXP Materials/Speech	001.500.2430.2.9.056.500.5	\$ 1,052	\$ 230	\$ 783	-	\$ 300	-	\$ 300	\$ -	0.00%
OT/PT Supplies and Materials	001.500.2430.2.9.070.500.5	\$ 1,009	\$ 228	\$ 1,378	-	\$ 1,500	-	\$ 700	\$ (800)	-53.33%
Testing & Assessment Materials	001.500.2720.2.9.091.500.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 17,893	\$ 17,893	#DIV/0!
EXP Materials/Psych	001.500.2800.2.9.099.500.5	\$ 5,850	\$ 8,328	\$ 9,390	-	\$ 4,570	-	\$ -	\$ (4,570)	-100.00%
Non Exp Materials--Psych	001.500.2800.2.9.099.520.5	\$ 592	\$ -	\$ 1,117	-	\$ 3,790	-	\$ -	\$ (3,790)	-100.00%
Sub Total		\$ 28,095	\$ 24,625	\$ 43,945	-	\$ 46,348	-	\$ 72,529	\$ 26,181	56.49%
Summer Programs										
SPED Summer Prog Other Prof Salary	001.500.2305.2.1.077.190.5	\$ 66,535	\$ 67,819	\$ 67,713	-	\$ 68,725	-	\$ 85,000	\$ 16,275	23.68%
Summer Program Contracted Services	001.500.2330.2.1.077.400.5	\$ 14,785	\$ 4,250	\$ 28,959	-	\$ 15,000	-	\$ 18,800	\$ 3,800	25.33%
SPED Summer Prog Tuition Cont Serv	001.500.2330.2.1.077.410.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 5,760	\$ 5,760	#DIV/0!
SPED Summer Prog Sup and Materials	001.500.2430.2.1.077.500.5	\$ 58	\$ -	\$ 322	-	\$ 400	-	\$ 400	\$ -	0.00%
Sub Total		\$ 81,378	\$ 72,069	\$ 96,993	-	\$ 84,125	-	\$ 109,960	\$ 25,835	30.71%
Prof. Salaries										
SPED DW Classroom Teachers	001.500.2310.2.9.045.100.5	\$ -	\$ -	\$ 4,335	0.60	\$ -	0.60	\$ 44,430	\$ 44,430	#DIV/0!

Special Education Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Ext Day/Home Services/Tutoring Salary	001.500.2310.2.9.099.100.5	\$ 8,823	\$ 2,584	\$ 770	-	\$ 5,880	-	\$ 8,000	\$ 2,120	36.05%
Related Services OT, PT, SLP Salaries	001.500.2320.2.9.099.100.5	\$ 87,447	\$ 89,633	\$ 142,453	2.00	\$ 173,240	6.00	\$ 484,908	\$ 311,668	179.91%
Related Services Aides Salary	001.500.2330.2.9.070.300.5	\$ 25,011	\$ 27,725	\$ 25,900	0.67	\$ 29,131	0.67	\$ 29,860	\$ 728	2.50%
Home Services/Tutoring Aides Salary	001.500.2330.2.9.093.300.5	\$ 4,466	\$ 1,973	\$ 5,829	-	\$ 10,000	-	\$ 75,700	\$ 65,700	657.00%
SPED Instructional Travel	001.500.2440.2.9.500.600.5	\$ -	\$ 153	\$ 472	-	\$ 1,170	-	\$ 1,000	\$ (170)	-14.50%
SAL Psychologists	001.500.2800.2.9.099.100.5	\$ 227,105	\$ 235,755	\$ 244,748	3.00	\$ 251,559	3.00	\$ 259,828	\$ 8,269	3.29%
Sub Total		\$ 352,851	\$ 357,823	\$ 424,506	6.27	\$ 470,980	10.27	\$ 903,726	\$ 432,746	91.88%
Contracted Services										
SPED Contracted Services	001.500.2110.2.9.070.400.5	\$ 67,772	\$ 33,177	\$ 62,424	-	\$ 43,662	-	\$ 9,500	\$ (34,162)	-78.24%
Other Int. Serv.-Cont. Serv.	001.500.2440.2.9.500.400.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 15,000	\$ 15,000	#DIV/0!
Contracted Services	001.500.2320.2.9.070.400.5	\$ 56,194	\$ 60,628	\$ 119,412	-	\$ 116,338	-	\$ 88,594	\$ (27,744)	-23.85%
Sub Total		\$ 123,966	\$ 93,805	\$ 181,836	-	\$ 160,000	-	\$ 113,094	\$ (46,906)	-29.32%
SPED Transportation										
Student Transportation/SPED	001.500.3300.2.9.099.400.5	\$ 485,044	\$ 542,287	\$ 622,077	-	\$ 639,669	-	\$ 767,231	\$ 127,562	19.94%
Sub Total		\$ 485,044	\$ 542,287	\$ 622,077	-	\$ 639,669	-	\$ 767,231	\$ 127,562	19.94%
Utilities										
Telephone Service	001.500.4130.2.9.099.680.5	\$ 2,349	\$ 2,537	\$ 3,129	-	\$ 2,500	-	\$ 3,285	\$ 785	31.40%
Sub Total		\$ 2,349	\$ 2,537	\$ 3,129	-	\$ 2,500	-	\$ 3,285	\$ 785	31.40%
Total		\$ 3,916,834	\$ 4,604,498	\$ 5,284,501	12.04	\$ 5,682,237	16.04	\$ 7,239,616	\$ 1,557,379	27.41%

Technology Programs		FY17	FY18	FY19	FY20	FY20	FY21	FY21	Change FY20	To FY21
		Actuals	Actuals	Actuals	FTE	Budget	FTE	Budget	\$	%
Administration										
Tech Other Personnel Salary	001.400.2250.9.9.027.190.5	\$ 301,087	\$ 309,134	\$ 321,066	6.00	\$ 340,328	6.00	\$ 355,015	\$ 14,687	4.32%
Tech Travel	001.400.2250.9.9.027.601.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 260	\$ 260	#DIV/0!
Tech Coord Salary	001.400.2250.9.9.099.100.5	\$ 121,768	\$ 124,813	\$ 127,934	1.00	\$ 131,132	1.00	\$ 133,756	\$ 2,624	2.00%
Exp Materials	001.400.2451.9.9.027.510.5	\$ 586	\$ 4,697	\$ 537	-	\$ 950	-	\$ 950	\$ -	0.00%
Sub Total		\$ 423,441	\$ 438,645	\$ 449,537	7.00	\$ 472,410	7.00	\$ 489,981	\$ 17,571	3.72%
Network										
Network Infrastructure	001.400.2451.9.9.027.522.5	\$ 45,343	\$ -	\$ -	-	\$ 12,324	-	\$ -	\$ (12,324)	-100.00%
Sub Total		\$ 45,343	\$ -	\$ -	-	\$ 12,324	-	\$ -	\$ (12,324)	-100.00%
Hardware										
System and Computer Hardware	001.400.2451.9.9.027.529.5	\$ 201,106	\$ 215,844	\$ 164,220	-	\$ 146,920	-	\$ 191,613	\$ 44,693	30.42%
Tech Infrastructure	001.400.4450.9.9.027.529.5	\$ -	\$ -	\$ -	-	\$ -	-	\$ 32,900	\$ 32,900	#DIV/0!
Sub Total		\$ 201,106	\$ 215,844	\$ 164,220	-	\$ 146,920	-	\$ 224,513	\$ 77,593	52.81%
Professional Development										
Other Exp Tech Training	001.400.2451.9.9.027.600.5	\$ 14,999	\$ 12,632	\$ 11,414	-	\$ 15,100	-	\$ 15,100	\$ -	0.00%
Sub Total		\$ 14,999	\$ 12,632	\$ 11,414	-	\$ 15,100	-	\$ 15,100	\$ -	0.00%
Contracted Service										
Maintenance	001.400.2250.9.9.099.400.5	\$ 113,759	\$ 76,344	\$ 98,396	-	\$ 94,040	-	\$ 98,040	\$ 4,000	4.25%
Sub Total		\$ 113,759	\$ 76,344	\$ 98,396	-	\$ 94,040	-	\$ 98,040	\$ 4,000	4.25%
Software										
Technology Software	001.400.2451.9.9.027.400.5	\$ 115,630	\$ 135,983	\$ 142,698	-	\$ 203,456	-	\$ 123,990	\$ (79,466)	-39.06%
Sub Total		\$ 115,630	\$ 135,983	\$ 142,698	-	\$ 203,456	-	\$ 123,990	\$ (79,466)	-39.06%
Total		\$ 914,277	\$ 879,448	\$ 866,264	7.00	\$ 944,250	7.00	\$ 951,624	\$ 7,374	0.78%

Debt Service Assessment Summary					
				63.86%	36.14%
	Principal	Interest	Total	Hamilton Share	Wenham Share
Cutler Roof & Summer 2013 Projects	\$ 95,000	\$ 32,950	\$ 127,950	\$ 81,709	\$ 46,241
Buker Boiler & Winthrop Boiler/Glass Projects	\$ 95,000	\$ 25,300	\$ 120,300	\$ 76,824	\$ 43,476
Winthrop Sprinkler (BAN with Principal Paydown)	\$ 125,000	\$ 25,003	\$ 150,003	\$ 95,792	\$ 54,211
FY21 Capital Projects	\$ -	\$ 15,000	\$ 15,000	\$ 9,579	\$ 5,421
Net Assessment			\$ 413,253	\$ 263,903	\$ 149,349
Capital Assessment Calculation					
Calculation of Individual Town Assessments					
	Total			Hamilton Share	Wenham Share
<u>Cutler Roof & Summer 2013 Projects</u>					
100% Apportioned by Enrollment	\$ 127,950			\$ 81,708.87	\$ 46,241.13
Enrollment					
10/1/2017	1,755			1,122	633
10/1/2018	1,715			1,091	624
10/1/2019	1,765			1,130	635
	5,235			3,343	1,892
				63.86%	36.14%
<u>Buker Boiler & Winthrop Boiler/Glass Projects</u>					
100% Apportioned by Enrollment	\$ 120,300.00			\$ 76,823.58	\$ 43,476.42
Enrollment					
10/1/2017	1,755			1,122	633
10/1/2018	1,715			1,091	624
10/1/2019	1,765			1,130	635
	5,235			3,343	1,892
				63.86%	36.14%
<u>Winthrop Sprinkler</u>					
100% Apportioned by Enrollment	\$ 150,002.50			\$ 95,791.60	\$ 54,210.90
Enrollment					
10/1/2017	1,755			1,122	633
10/1/2018	1,715			1,091	624
10/1/2019	1,765			1,130	635
	5,235			3,343	1,892
				63.86%	36.14%
<u>FY21 Capital Projects</u>					
100% Apportioned by Enrollment	\$ 15,000.00			\$ 9,579.00	\$ 5,421.00
Enrollment					
10/1/2017	1,755			1,122	633
10/1/2018	1,715			1,091	624
10/1/2019	1,765			1,130	635
	5,235			3,343	1,892
				63.86%	36.14%

Tentative FY 21 Budget to Budget Assessment Summary

	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 19 Actual	FY 20 Budget	FY 21 Tentative	\$ Change	% Change
<u>Expenses</u>								
Operating Budget								
Salaries	\$ 19,575,997	\$ 19,892,000	\$ 20,987,638	\$ 20,903,656	\$ 21,667,011	\$ 23,395,651	\$ 1,728,640	7.98%
Expenses	\$ 10,578,360	\$ 11,574,749	\$ 12,110,228	\$ 12,426,381	\$ 13,284,397	\$ 15,917,062	\$ 2,632,664	19.82%
Reductions to be Identified						\$ -		
Total Operating Spending	\$ 30,154,356	\$ 31,466,748	\$ 33,097,866	\$ 33,330,038	\$ 34,951,408	\$ 39,312,712	\$ 4,361,304	12.48%
Yr/Yr Increase	3.76%	4.35%	5.40%	5.92%	5.60%	12.48%		
<u>Revenue</u>								
All Sources Including Offsets								
School Choice	\$ 375,000	\$ 241,703	\$ 265,000	\$ 265,000	\$ 385,000	\$ 423,476	\$ 38,476	9.99%
Preschool Tuition	\$ 72,293	\$ 75,740	\$ 72,648	\$ 84,407	\$ 72,648	\$ 95,607	\$ 22,959	31.60%
Special Needs Tuition	\$ 38,941	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Facilities Rental	\$ 2,000	\$ 1,461	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
Special Ed Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 366,747	\$ 366,747	#DIV/0!
Circuit Breaker Offset	\$ 567,000	\$ 924,160	\$ 864,160	\$ 1,094,160	\$ 945,000	\$ 970,608	\$ 25,608	2.71%
Chapter 70-Base Aid	\$ 3,554,656	\$ 3,606,706	\$ 3,606,706	\$ 3,687,076	\$ 3,659,749	\$ 3,711,406	\$ 51,657	1.41%
State Transportation	\$ 331,304	\$ 340,686	\$ 330,837	\$ 330,837	\$ 385,868	\$ 415,155	\$ 29,287	7.59%
Charter School Reimbursement	\$ 14,455	\$ 11,867	\$ -	\$ 13,726	\$ -	\$ -	\$ -	#DIV/0!
Medicaid Reimbursement	\$ 177,532	\$ 175,036	\$ 150,000	\$ 171,954	\$ 175,000	\$ 125,000	\$ (50,000)	-28.57%
Interest Income	\$ 2,960	\$ 13,675	\$ 4,000	\$ 25,631	\$ 4,000	\$ 18,000	\$ 14,000	350.00%
E-Rate	\$ 17,448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Other Income	\$ 17,989	\$ 81	\$ -	\$ 6,167	\$ -	\$ -	\$ -	#DIV/0!
Other Revolving Account Offsets/Transfers	\$ 60,581	\$ 25,983	\$ -	\$ 12,662	\$ -	\$ -	\$ -	#DIV/0!
Excess & Deficiency	\$ 555	\$ 568,821	\$ 347,218	\$ 347,218	\$ 147,396	\$ 217,329	\$ 69,933	47.45%
Total Other Sources	\$ 5,232,715	\$ 5,985,919	\$ 5,642,569	\$ 6,040,838	\$ 5,776,661	\$ 6,345,328	\$ 568,667	9.84%
Operating Assessment								
Hamilton	\$ 16,837,974	\$ 16,776,063	\$ 17,746,438	\$ 17,746,438	\$ 18,686,426	\$ 21,052,972	\$ 2,366,546	12.66%
Wenham	\$ 8,433,233	\$ 8,870,590	\$ 9,708,858	\$ 9,708,859	\$ 10,488,322	\$ 11,914,413	\$ 1,426,091	13.60%
Total Operating Assessment	\$ 25,271,207	\$ 25,646,653	\$ 27,455,297	\$ 27,455,297	\$ 29,174,747	\$ 32,967,385	\$ 3,792,637	13.00%
Yr/Yr Increase	4.68%	1.49%	7.05%	7.05%	6.26%	13.00%		
Total Operating Revenue	\$ 30,503,922	\$ 31,632,572	\$ 33,097,866	\$ 33,496,135	\$ 34,951,408	\$ 39,312,712	\$ 4,361,304	12.48%
Operating Assessment %								
Hamilton	66.60%	65.40%	64.65%	64.65%	64.05%	63.86%	-0.19%	-0.30%
Wenham	33.40%	34.60%	35.35%	35.35%	35.95%	36.14%	0.19%	0.53%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		

Tentative FY 21 Budget to Budget DESE Expense Summary

DOE CODE	FY 17	FY 18	FY 19	FY 19	FY 20	FY 21			% of
	Actual	Actual	Budget	Actual	Budget	Tentative	\$ Change	% Change	Op. Budget
1000 Administration									
Salaries	\$ 789,838	\$ 793,199	\$ 850,613	\$ 834,241	\$ 879,072	\$ 803,984	\$ (75,089)	-8.54%	
Expenses	\$ 371,110	\$ 314,297	\$ 329,415	\$ 263,740	\$ 329,415	\$ 494,100	\$ 164,685	49.99%	
Total	\$ 1,160,947	\$ 1,107,495	\$ 1,180,028	\$ 1,097,981	\$ 1,208,488	\$ 1,298,083	\$ 89,596	7.41%	3.30%
2000 Instructional Services									
Salaries	\$ 17,215,250	\$ 17,527,287	\$ 18,469,687	\$ 18,445,487	\$ 19,033,814	\$ 20,724,307	\$ 1,690,492	8.88%	
Expenses	\$ 1,409,671	\$ 1,344,360	\$ 1,696,086	\$ 1,515,653	\$ 1,584,444	\$ 1,510,831	\$ (73,614)	-4.65%	
Total	\$ 18,624,921	\$ 18,871,647	\$ 20,165,773	\$ 19,961,139	\$ 20,618,259	\$ 22,235,137	\$ 1,616,879	7.84%	56.56%
3000 Transportation, Athletics & Activities									
Salaries	\$ 578,339	\$ 553,085	\$ 629,274	\$ 580,454	\$ 672,757	\$ 699,698	\$ 26,941	4.00%	
Expenses	\$ 1,413,553	\$ 1,502,609	\$ 1,810,214	\$ 1,763,297	\$ 1,923,716	\$ 2,227,719	\$ 304,002	15.80%	
Total	\$ 1,991,892	\$ 2,055,694	\$ 2,439,488	\$ 2,343,752	\$ 2,596,474	\$ 2,927,417	\$ 330,943	12.75%	7.45%
4000 Operation and Maintenance									
Salaries	\$ 979,952	\$ 1,005,564	\$ 1,015,816	\$ 1,030,410	\$ 1,058,561	\$ 1,133,088	\$ 74,527	7.04%	
Expenses	\$ 1,292,763	\$ 1,283,398	\$ 1,169,185	\$ 1,191,263	\$ 1,129,773	\$ 1,659,369	\$ 529,596	46.88%	
Total	\$ 2,272,715	\$ 2,288,962	\$ 2,185,001	\$ 2,221,673	\$ 2,188,334	\$ 2,792,458	\$ 604,124	27.61%	7.10%
5000 Fixed Charges (Insurance)									
Salaries	\$ 12,617	\$ 12,865	\$ 22,248	\$ 13,065	\$ 22,806	\$ 34,574	\$ 11,768	51.60%	
Expenses	\$ 3,550,574	\$ 3,920,460	\$ 4,151,028	\$ 4,193,450	\$ 4,463,383	\$ 5,251,649	\$ 788,266	17.66%	
Total	\$ 3,563,191	\$ 3,933,325	\$ 4,173,276	\$ 4,206,515	\$ 4,486,189	\$ 5,286,222	\$ 800,034	17.83%	13.45%
9000 Programs with Other School Districts									
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Expenses	\$ 2,540,689	\$ 3,209,626	\$ 2,954,300	\$ 3,498,978	\$ 3,853,666	\$ 4,773,395	\$ 919,729	23.87%	
Total	\$ 2,540,689	\$ 3,209,626	\$ 2,954,300	\$ 3,498,978	\$ 3,853,666	\$ 4,773,395	\$ 919,729	23.87%	12.14%
OPEB Trust Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0.00%
Total Salaries	\$ 19,575,997	\$ 19,892,000	\$ 20,987,638	\$ 20,903,656	\$ 21,667,011	\$ 23,395,651	\$ 1,728,640	7.98%	59.51%
Total Expenses	\$ 10,578,360	\$ 11,574,749	\$ 12,110,228	\$ 12,426,381	\$ 13,284,397	\$ 15,917,062	\$ 2,632,664	19.82%	40.49%
Initial Operating Budget	\$ 30,154,356	\$ 31,466,748	\$ 33,097,866	\$ 33,330,038	\$ 34,951,408	\$ 39,312,712	\$ 4,361,304	12.48%	100.00%
Reductions to be Identified						\$ -			
Target Operating Budget					\$ 34,951,408	\$ 39,312,712	\$ 4,361,304	12.48%	

VOTE OF THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE

I, the District Secretary of the School Committee (the "Committee") of the Hamilton-Wenham Regional School District, Massachusetts (the "District"), certify that at a meeting of the Committee held January 8, 2020, of which meeting all members of the Committee were duly notified and at which a quorum was present, the following votes were passed as indicated below, all of which appear upon the official record of the Committee in my custody:

Voted: to approve the sale of the \$715,000 ___ percent General Obligation Bond Anticipation Notes (the "Notes") of the District dated January 23, 2020, and payable January 22, 2021, to _____ at par and accrued interest, if any, plus a premium of \$ _____.

_____ yeas _____ nays

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 2, 2020, and a final Official Statement dated January 8, 2020, each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

_____ yeas _____ nays

Further Voted: that we authorize and direct the District Treasurer to establish post issuance federal tax compliance procedures in such form as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes.

_____ yeas _____ nays

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

_____ yeas _____ nays

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerks of each of the member towns of Hamilton and Wenham, Massachusetts (together, the "Town Clerks") and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal buildings in which the offices of the Town Clerks and the District Secretary are located, or in accordance with an approved alternative method of notice prescribed or approved by the Massachusetts Attorney General as set forth in 940 CMR 29.03(4) at least 48 hours, not

including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: January 8, 2020

District Secretary



Hamilton-Wenham Regional School Committee

5 School Street
Wenham, MA 01984

David Polito, Chair

Michelle Bailey, Vice Chair

The Hamilton-Wenham Regional School Committee is currently searching for the next permanent Superintendent of Schools, who will begin serving on July 1, 2020. To help the Committee with this most important decision, we are seeking individuals to serve on an advisory Screening Committee to review applications, interview semi-finalists and recommend finalists to the School Committee.

This important task will require Screening Committee members to commit to the meeting schedule below. It is extremely important that members are able to commit to all dates and be present for all semi-finalist interviews.

The Screening Committee will be comprised of twelve (12) individuals including a parent from each level, four (4) community member at large, a teacher from each level, a building principal, and a Central Office administrator. The parent representatives and the community members will be selected by the School Committee from the letters of interest submitted. The remaining representatives will be selected by their respective peers. Any interested staff members, please see John Kotch, Hamilton-Wenham Regional Education Association President. The School Committee will choose the final twelve candidates. The members selected to participate on the Screening Committee will be announced at the School Committee meeting on January 22, 2020.

If you are interested in serving on the Screening Committee, please submit a letter of interest to the School Committee by **January 10, 2020 at 5:00PM**. In your letter, please identify the group that you wish to represent from the categories above and outline your qualifications for the Committee. (Applicants should have the ability to work as part of a team and have a strong interest in the Hamilton- Wenham Regional Schools. Committee members must commit to keep the proceedings completely confidential.)

The Screening Committee will meet on Tuesday, February 11 at 7:00PM with our search consultant, Dorothy Presser, from the Massachusetts Association of School Committees to receive its charge from the School Committee and an orientation of its responsibilities. It will

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.

also meet on Monday, February 24 to select semi-finalists to interview. The semi-finalists interviews will take place on Tuesday, February 25, Thursday, February 27, Monday, March 2 and Tuesday, March 3. Selection of finalists will take place after the last interview on March 3.

Please ensure that you are available on all the above dates prior to submitting a letter of interest. Anyone not present at all interviews will not be able to vote on the selection of finalists.

Please address letters of interest to Michelle Bailey, c/o Hamilton-Wenham Regional School District, 5 School Street, Wenham, MA 01984 or email to M. Bailey@hwschools.net.

On behalf of the Hamilton-Wenham Regional School Committee, thank you in advance for your participation in this very important decision.

Michelle Bailey

Hamilton-Wenham Regional School Committee



Focus Groups/Survey for Superintendent Search
AMENDED

The Hamilton-Wenham Regional School Committee is seeking input from our faculty, staff, parents and community-at-large as we begin the process of selecting our next Superintendent. Our Search Consultant from the Massachusetts Association of School Committees (MASC) will be conducting focus groups to gather this input. An online survey is also available. The feedback from the focus groups and online survey will inform the School Committee as it considers the selection criteria and qualifications for the next Superintendent.

Voluntary focus groups will be held at each schools for staff members who would like to attend. In addition, we have set up four other focus groups aimed at elementary parents, middle school parents, high school parents, and the community-at-large.

The schedule for the focus group meetings are:

Elementary School Parents

Thursday December 12th 7:00PM to 8:00PM @ the Winthrop School Library

Middle School Parents

Wednesday December 18th 7:00PM to 8:00PM @ the Middle School Multi-Purpose Room

Middle & High School Staff Members

Thursday December 19th 3:15PM to 4:15PM @ the High School Library

Elementary School Staff Members - AMENDED

Wednesday January 8th 3:15PM to 4:15PM @ the Cutler School Library

High School Parents - AMENDED

Wednesday January 8th 7:00PM to 8:00PM @ the HS Library

Central Office/District Administration - AMENDED

Thursday January 9th 3:45PM to 4:45PM @ the Central Office

Community-at-Large - AMENDED

Thursday January 9th 7:00PM to 8:00PM @ the High School Library

If you are unable to attend a focus group, but would like to provide input, an online survey is available at: <https://www.surveymonkey.com/r/8XNX5KL>

We look forward to your participation as we select Hamilton-Wenham's next Superintendent. Thank you.

Official Posting with amended dates: December 20, 2019 @ 12:20 p.m.



Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. Edfund-Kevin Dyer at kevin.s.dyer@gmail.com and
2. Hamilton Wenham Administration-Vincent Leone at v.leone@hwschools.net

We accept this grant from the Hamilton Wenham Education Foundation and agree to abide by the following associated provisions and obligations:

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2020-2021 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

The Grantee's deposit or endorsement of the enclosed check will also constitute its agreement to the terms and conditions set forth above.

School Name: HWRHS

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: Pre-Approval of Biotech Course

Grant Amount Approved: \$5000 Date Requested: ASAP

Grant Requestor's Name: John Kotch Title: Science and Engineering Curriculum Leader

Email Address and Phone Number: j.kotch@hwschools.net

Please attach a detailed budget for your approved grant

Signature of grant recipient

 12/16/19

Company and Kit	Number of items	cost	total
minipcr learning lab companion kits	5	\$ 30.00	\$ 150.00
minipcr blueGel electrophoresis rainbow lab	2	\$ 30.00	\$ 60.00
minipcr micropipetting 101 kit	2	\$ 54.00	\$ 108.00
minipcr GMO detection lab	2	\$ 75.00	\$ 150.00
minipcr Forensics/crime lab	2	\$ 80.00	\$ 160.00
minipcr food safety lab	2	\$ 75.00	\$ 150.00
biorad comparative proteomic western blot kit	1	\$ 199.00	\$ 199.00
biorad comparative proteomics protein profiling kit	1	\$ 199.00	\$ 199.00
bio-rad immuno explorer ELISA kit	1	\$ 138.00	\$ 138.00
biorad CRISPR kit with genotype extension	1	\$ 200.00	\$ 200.00
amino labs bacterial transformation kit	1	\$ 330.00	\$ 330.00
amino labs bacteria incubators (DNA playground)	4	\$ 489.00	\$ 1,956.00
carolina pipette aids	6	\$ 220.00	\$ 1,320.00
		Total Cost:	\$ 5,120.00

Carleo, Janell

To: Kukenberger, Julie
Subject: RE: Travel to Peru

From: Kukenberger, Julie <j.kukenberger@hwschools.net>
Sent: Friday, January 3, 2020 2:46 PM
To: Carleo, Janell <j.carleo@hwschools.net>
Subject: Fwd: Travel to Peru

Hi Janell,

I mean to cc you on this communication. Can you please create a calendar invite for a SC meeting at least 30 days prior to the trip?

Thank you!

Julie

Sent from my iPhone. Please excuse the brevity, spelling and punctuation.

Begin forwarded message:

From: "Kukenberger, Julie" <j.kukenberger@hwschools.net>
Date: January 3, 2020 at 2:44:22 PM EST
To: "Sano, Kevan" <K.Sano@hwschools.net>
Cc: School Committee <sc_communications@hwschools.net>, "Leone, Vincent" <v.leone@hwschools.net>
Subject: Re: Travel to Peru

Thank you Kevan. I have cc'd our School Committee so that they are aware of the safety protocol.

The SC also requested a travel safety update 30 days prior to the trip. We will mark the calendar to remind everyone as the date arrives.

I will let you know if any additional information is requested.

Happy, healthy 2020!
Julie

Sent from my iPhone. Please excuse the brevity, spelling and punctuation.

On Jan 3, 2020, at 1:23 PM, Sano, Kevan <K.Sano@hwschools.net> wrote:

Hi Julie,

Happy New Year! Below is an email from my Worldstrides program coordinator. I have used Worldstrides (formally NETC) since 2007 and I know Lee very well. His response to my question about safety issues is below. While we land in Lima, we don't leave the airport and then fly directly to Cuzco the next morning. Last trip, I eliminated the days in Lima to have more time in Cuzco and to work with our service program. I hope this helps and we can get approval to give students and parents the opportunity to plan for and pay for this trip.

Kind Regards,

Ms. Kevan Sano
6-12 Curriculum Coordinator World Languages
Spanish teacher 7th and 8th grade

From: Leland Anderson <lelanda@worldstrides.org>
Date: Friday, January 3, 2020 at 1:18 PM
To: "Sano, Kevan" <K.Sano@hwschools.net>
Subject: RE: Travel to Peru

Hi Kevan!

I hope you had a wonderful holiday! Sorry I didn't see this email until now; I will put together your recruitment materials and send them out to you ASAP! Are you planning to have a parent meeting?

I checked the State Department website and currently the Travel Advisory is a Level 2, which is quite normal for most of our destinations. The last alert was in October for a demonstration in Lima.

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Peru.html>

We will not travel anywhere that is at level 3 or 4; if Peru's advisory level goes up to a 3 or 4 we will work with you to find other alternatives.

If, while you are on tour, one of your destinations becomes unsafe, we will adjust the itinerary and you will not go to that specific area. If the area you are in becomes unsafe, we will evacuate you as soon as possible. We work with www.ijet.com to monitor the global situation and they will quickly and safely evacuate your group; using private jets if necessary.

I will get working on your packet right away!

Lee Anderson

(617) 878-2659

lelanda@worldstrides.org

Senior International Program Consultant and Team Leader

Worldstrides International

Journeys Designed to Inspire, Enrich, and Educate today's students for tomorrow's world.

From: Sano, Kevan <K.Sano@hwschools.net>

Sent: Thursday, December 19, 2019 11:50 AM

To: Leland Anderson <lelanda@worldstrides.org>

Subject: Travel to Peru

External E-mail

Hi Lee,

So the trip was approved with a condition...currently Peru is under an increased security level. <https://travelmaps.state.gov/TSGMap/>

Should something happen, what are the options?

Please also send the enrollment kit. I will begin sign up's after the New Year.

Thanks and Happy Holidays to you!

Kevan

D. 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
- ☒ 12. Discipline of Students & Field Trips (F) Section must be included in all field trips.

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham Regional High School Date Submitted: December 13, 2019

Faculty Sponsor: Kevan Sano-O'Brien Position: 6-12 World Language Curriculum Coordinator - Spanish teacher

I. Trip Information:

Check (✓) one:

- ☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: _____
- ☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: _____
- ☐ Athletics - Sport: _____
- ☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: _____
- ☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: _____
- ☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: _____
- ☒ International Trip (extracurricular only) - Destination: Peru

Departure Date: Apr 14, 21 Time: TBD Return Date: Apr 24, 21 Time: TBD

Number of Students Eligible: 36 Class/Group: grades 11-12

Faculty Sponsor: Kevan Sano

Other Faculty/Staff chaperones: Stephanie Sproke, Matt Jones, Abby Demerdes

Other chaperones: TBD

Mode of Transportation: air/bus/train Number: _____

Airlines/Flight/Ground Transportation: as scheduled by Worldstrides
plane, bus, train

II. Estimated Expenses

1. Transportation Cost: <u>inclusive</u>	6. Financial Assistance Available? Yes <u>NO</u>
2. Admission Charges: <u>inclusive</u>	7. Other Sources of Funding? Yes <u>NO</u>
3. Lodging & meals cost: <u>inclusive</u>	8. Amount Available: \$ _____
4. Other (specify): _____	9. Are Student Activity Funds being used? Yes <u>X</u> No
5. Total student cost: <u>\$4834 before</u> <u>with early enrollment discount \$4379</u>	10. If yes, amount being used: \$ _____

III. Attachments

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

IV. Approvals

Department Chairperson or Field Trip Requestor: K. Sano Date: 12/13/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 12/11/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

Note: Overnight and Domestic (out-of-state) and international trips require approvals from the Superintendent and Hamilton-Wenham Regional School Committee.

Superintendent: _____ Date: _____

HWRSD Committee Action: Vote - Yes _____ No _____ Abstain _____ Date: _____

April 2021 Field Trip to Peru

Proposed by Kevan Sano

To: Eric Tracy

I would like to put forth a proposal for a Service Learning trip to Peru in 2021. This will be our eighth trip to Peru, having traveled every other year since 2007. Every site visited and each activity enhances the curriculum taught at the high school in our Spanish 3 Honors class and our Spanish 4CP classes. This trip will have a service learning component similar to our trip in 2019. The service component will allow us to spend more time engaging in activities with local children and families. Our past trips have included a school visit however a few hours is not enough time. The service component gives us 2 full days with local children and their families.

We will do our service in the outskirts of Cuzco, we will have 2 full days of service learning in an impoverished community school. Students will get to know the students and their way of life. They will be able to make a difference by visiting with local children, helping with school activities, and participating in school beautification projects. I have chosen the school we will visit based on a past experience in Peru. The school is located in Chincheros.

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

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

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

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

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

#1 **Proposed Dates** – April school vacation 2021 and 2 additional days prior to the start of vacation. I would like to leave Wednesday April 14th and return on Saturday April 24th. I am requesting the additional days because of the travel distance and the time necessary to acclimate to the change in altitude. Additionally, it is easier to leave midweek being that it is April vacation.

#2 **Student Eligibility** – Every site visited and activity planned enhances the curriculum taught at the high school in our Spanish 3 Honors class and our Spanish 4 A1 class. Therefore I propose the following requirements:

Successful Completion of Spanish 3 H class or Spanish 4 A1

Verbal recommendation from his/her Spanish teacher

Seniors will be given priority then juniors finally sophomores if space is available

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

Estimated cost per student

#4 Total: \$4379 per person if enrolled on or before 2/1/20 \$4824 after 2/1/20

This price includes roundtrip transportation on major scheduled airlines from US to Peru and national airlines within Peru, 1 nights lodging in Lima, 5 nights in Cuzco and 3 nights in the Sacred Valley, and most meals: guaranteed 2 meals a day, breakfast and one meal other depending on the day's schedule.

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

Timeline for payment

\$300 initial deposit on or before 2/1/20

Balance can be paid in 12 monthly installments of \$

Final payment due December 1st, 2020

Final payment Deadline with Total Surety Plan due January, 2021

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

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

There is a website to promote the trip and as a means of communication I will create a Google Classroom page. I will have monthly meetings beginning in September 2020 to prepare students for this adventure.

Other – Entry requirements

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

Vaccinations and medications - typhoid vaccinations are required

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

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

Why WorldStrides?

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



Peru

educationaltravel.com/Sano-O'Brien-7330

April 14 - April 24, 2021

- Day 1** **Hola Lima**
Meet your tour director and check into hotel
- Day 2** **Lima--Cuzco**
Fly to Cuzco
Cuzco City Walk
- Day 3** **Cuzco**
Koricancha Temple visit
Cuzco excursion: Tambomachay , Sacsayhuaman Fortress visit
LEAP Pago al la Tierra
- Day 4** **Cuzco**
Program Leader Arranged Service Learning at Cuper Alto School
- Day 5** **Cuzco**
Program Leader Arranged Service Learning at Cuper Alto School
- Day 6** **Cuzco**
Rafting and Zipline Adventure
- Day 7** **Cuzco**
Bean-to-Bar Chocolate Workshop in ChocoMuseo
- Day 8** **Cuzco--Agua Calientes**
Pisac & Ollantaytambo visit
LEAP Weaving Culture
Train ride to Agua Calientes (Machupicchu Pueblo)
- Day 9** **Sacred Valley**
Huayna Picchu hike (pending availability)
Explore Machu Picchu
Transfer by train back to Cuzco

- Day 10** **End tour**
Fly to Lima
Lunch
Fly home

Day 11 **Return home**



Reserve your Spot!

MyTrip ID: Sano-O'Brien-7330

Registration deadline: December 19, 2019

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare and other transportation described in the itinerary
- Three college prep credits are included in the cost of your program. Please note that middle school students aren't eligible.
- Traveler Assistance, Medical Insurance & Travel Insurance
- Centrally located three- and four-star hotels
- Daily breakfast to start the day energized and ready to go
- Appetizing, hearty three-course dinner daily
- Full time, bilingual, WorldStrides tour director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Educational Program
- Entrances and transportation to sites and activities described in your itinerary
- Local Guide and Local Bus Driver tips
- 24/7 On Tour Emergency Support

Tour investment

Students (travelers under the age of 23): \$4,379

Adults (age 23 and over): \$4,909

Price reflects savings of \$300 scholarship. Sign up by 12/19/2019 and enter code Travel70 in order to take advantage of this limited-time offer!

Automatic monthly payment plan

Pay just \$99 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of December 09, 2019, your monthly payment would be just \$305.71.

Travel protection

Most WorldStrides travelers protect their investment with our Cancellation Protection Plus.

Enroll online,
by phone, or by mail



educationaltravel.com/Sano-O'Brien-7330



1.800.771.5353



Mail in your paper application to:

WorldStrides Programs
Attn: Participant Services
101 Federal St, 9th Floor
Boston, MA 02110



Exercise increased caution in Peru due to **crime and terrorism**. Some areas have increased risk. Read the entire Travel Advisory.

Do not travel to:

- The Colombian - Peruvian border area in the Loreto Region due to **crime**.
- The Valley of the Apurímac, Ene, and Mantaro Rivers (VRAEM), including areas within the Departments of Ayacucho, Cusco, Huancavelica, and Junin, due to **crime and terrorism**.

Crime, including petty theft, carjackings, muggings, assaults, and violent crime, is a concern in Peru, and can occur during daylight hours, despite the presence of many witnesses. The risk of crime increases after hours and outside the capital city of Lima where more organized criminal groups have been known to use roadblocks to rob victims.

U.S. government personnel cannot travel freely throughout Peru for security reasons.

Read the Safety and Security section on the [country information page](#).

If you decide to travel to Peru:

- Be aware of your surroundings.
- Monitor local media for breaking events and adjust your plans as needed.
- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Follow the U.S. Embassy on [Facebook](#) and [Twitter](#).
- Review the U.S. Embassy [webpage](#).
- Review the [Crime and Safety Report](#) for Peru.
- U.S. citizens who travel abroad should always have a contingency plan for emergency situations. Review the [Traveler's Checklist](#).

Colombian - Peruvian border area in the Loreto Region – Level 4: Do Not Travel

Drug trafficking and other criminal activity, combined with poor infrastructure, limits the capability and effectiveness of Peruvian law enforcement in this area.

The U.S. government has limited ability to provide emergency services to U.S. citizens as U.S. government personnel are restricted from traveling within 20 kilometers of the border with Colombia in the Loreto region, except on the Amazon River itself, without permission. This includes travel on the Putumayo River, which forms most of the Peru-Colombia border.

Visit our website for [Travel to High-Risk Areas](#).

Valley of the Apurímac, Ene, and Mantaro Rivers (VRAEM) includes areas within the Departments of Ayacucho, Cusco, Huancavelica, and Junín – Level 4: Do Not Travel

Remnants of the Shining Path terrorist group are active in the VRAEM. The group may attack with little or no warning, targeting Peruvian government installations and personnel.

Drug trafficking and other criminal activity, combined with poor infrastructure, limit the capability and effectiveness of Peruvian law enforcement in this area.

In urban areas, the crime rate has increased. U.S. government personnel are restricted from traveling in the VRAEM except for certain areas during daylight hours. The U.S. government has limited ability to provide emergency services to U.S. citizens due to these travel restrictions.

U.S. government officials and their families are permitted to travel within many areas of the Department of Cusco, *including the Machu Picchu area, the Sacred Valley, and city of Cusco.*

Visit our website for [Travel to High-Risk Areas](#).

Travel Restrictions for U.S. Government Personnel

U.S. government personnel must request advance permission for any travel to the Peruvian-Colombian border and the VRAEM. Sometimes, they are required to travel in armored vehicles or carry personnel trackers. They cannot use inter- or intra-city bus transportation or travel by road outside urban areas at night except for:

- Travel by commercial bus on the Pan American Highway, between the Pan-American Highway and Huaraz, or between the Pan-American Highway, Arequipa, and Cusco.
- Travel by car on the Pan-American Highway south from Lima to Paracas or north from Lima to Huacho (approximately three hours north and south of Lima).

In the restricted areas, they are permitted to use only the following

in the restricted areas, they are permitted to use only the following routes during daylight hours:

- Road travel from Ayacucho city to Huanta city, staying within the city limits of Huanta, and from Pisco city (Department of Ica) to Ayacucho city.
- Train travel from Lima to Huancayo city (Department of Junin) and Huancavelica city.
- Road travel from Lima to Huancayo city.
- Road travel from La Merced city to the Satipo provincial boundary.

Last Update: To remove information regarding the Pan American and Parapan American Games.

Embassy Alerts Messages

Demonstration Alert – U.S. Embassy Lima, Peru – October 1, 2019 Tue, 01 Oct 2019

Safety Alert – U. S. Embassy Lima, Peru – August 7, 2019 Wed, 07 Aug 2019

Demonstration Alert – U. S. Embassy Lima, Peru – July 23, 2019 Tue, 23 Jul 2019

Volcano/Ash Clouds Alert – U. S. Embassy – Moquegua, Arequipa and Tacna Regions, Peru – July 20, 2019 Sat, 20 Jul 2019

[View Alerts and Messages Archive](#)

Quick Facts

PASSPORT VALIDITY:

Must have six months validity at time of entry

VACCINATIONS:

Yellow fever vaccination is recommended

BLANK PASSPORT PAGES:

One page required for entry stamp

CURRENCY RESTRICTIONS FOR ENTRY:

30,000 USD. More than \$10,000 USD must be declared upon entry

TOURIST VISA REQUIRED:

Free, issued at the port of entry

CURRENCY RESTRICTIONS FOR EXIT:

Same as entry

ALL +/—

Embassies and Consulates



Destination Description



Entry, Exit and Visa Requirements



Safety and Security



Local Laws & Special Circumstances



Health



Travel and Transportation



Fact Sheet

Please see Fact Sheet for this country/area.

For additional travel information

- Enroll in the Smart Traveler Enrollment Program (STEP) to receive security messages and make it easier to locate you in an emergency.
- Call us in Washington, D.C. at 1-888-407-4747 (toll-free in the United States and Canada) or 1-202-501-4444 (from all other countries) from 8:00 a.m. to 8:00 p.m., Eastern Standard Time, Monday through Friday (except U.S. federal holidays).
- See the State Department's travel website for the Worldwide Caution and Travel Advisories.
- Follow us on Twitter[↗] and Facebook[↗].
- See traveling safely abroad for useful travel tips.

International Parental Child Abduction

Peru was cited in the State Department's 2019 Annual Report to Congress on International Child Abduction for demonstrating a pattern of non-compliance with respect to international parental child abduction. Review information about International Parental Child Abduction in [Peru](#). For additional IPCA-related information, please see the [International Child Abduction Prevention and Return Act \(ICAPRA\)](#) report.

Last Updated: July 18, 2019

#8

Security Plan for travel to Peru

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

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

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

I. Permission to Participate in Voluntary Field Trip

I/We, the undersigned _____ (print name) of _____ (town of residence) parent/guardian of _____ (print student name), a minor who is a student at **Hamilton-Wenham Regional High School**, hereby grant permission to the Hamilton-Wenham Regional School District School Committee, the Towns of Hamilton and Wenham, and its employees and agents for our minor child to participate in a voluntary school-sponsored trip to **Lima, Cuzco, and Sacred Valley from April 14th to April 24th, 2021**. It is my/our understanding that **Kevan Sano** (faculty sponsor and head chaperone) as well as other faculty will accompany the group.

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

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

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

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

Name (Adult)

Parent A/Guardian A

Address

Parent B/Guardian B

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

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

Name

Signature

Date

II. Emergency Treatment and Medication Consent

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

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

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

Yes _____

No _____

Will mediation be required during the field trip?

Yes _____

No _____

If yes, please describe:

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

III. Student Contract

1. I agree to follow all Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct. All rules will apply and be in effect at all times for academic and extracurricular field trips.
2. I agree not to be in possession of or utilize drugs, tobacco, and/or alcohol while traveling with the Hamilton-Wenham Regional High School student group. I also agree not to be found in the presences of such substances or I will be found equally at fault.
3. I agree to abide by the curfew rules set. At the appointed time, I will go to my room and observe quiet. I understand that bed checks may occur after curfew to ensure that students are there they are supposed to be.
4. I agree to uphold all laws and regulations as dictated by local governments. I agree to respect the property of others and to pay for any losses and/or damages for which I am held responsible.
5. I agree never to leave the hotel/host family without the permission of my chaperone. Should I be granted permission to leave, I will be accompanied at those times by other members of my group.
6. I understand that I am under the direct responsibility and authority of _____ (name of faculty sponsor/head chaperone) and the assigned chaperones and will follow and abide by any rules and/or decisions made by these persons.

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

Student's Signature

Date

Discipline of Students Section F of Policy H8015

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will apply and be in effect at all times for academic and extracurricular field trips.
2. If a student violates any Hamilton-Wenham student conduct policies, student handbook HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified in Section D-11, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the individual will be subject to the consequences for the action/infracton upon his/her return to school as defined by the

aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.

3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section D-11 regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips.

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

Parent A/Guardian A Signature

Date

Parent B/Guardian B Signature

Date

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

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

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

and/or all of the funds expended for the trip. I agree to release the Hamilton-Wenham Regional School District, the Towns of Hamilton and Wenham, its agents and employees from and not to hold such parties responsible for and instead to hold such parties harmless with respect to any loss of funds resulting from the recall or cancellation of any school-sponsored domestic/international trip. By signing this Release and Agreement, I/we grant permission for school personnel to administer medication to my/our child as prescribed by his/her physician. I/we also affirm that I/we have decided to allow my/our minor child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form.

Signature of Parent A/Guardian A

Printed Name

Date

Signature of Parent B/Guardian B

Printed Name

Date

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

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

Name

Signature

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

Don't you love playing with
your favorite toys or using
your favorite pens in
class?

*You can share your favorite things with
other children!*

Donate these things to Community to
Community Outreach to make another
student in *Peru* as happy as you!



1st Grade: Glue sticks, colored pencils, small
watercolor paint sets!

2nd Grade: Highlighters, post-its, stickers!

3rd Grade: Pens, pencils, child-safe scissors!

4th Grade: Compact travel games, Uno, small
calculators!

5th Grade: Hard candies, socks, underwear!

And any other **small**, *fun* things that *you love*!

III #1

Hamilton Wenham Regional High School

775 Bay Road

S. Hamilton, MA 01982

December 13, 2019

Dear Parents:

Your son or daughter has expressed an interest in traveling to Peru with teachers from the Spanish department in April of 2021. This trip is pending school committee approval. Each site has been chosen for its educational value as well as to meet the interests of the students. In the past, our trips have sold out and many participants go on to write about their experiences in college applications. The proposed dates for the trip are April 14th - 24th, 2021. The projected cost will be \$4379; if enrolled on or before 2/01/2020. After this date the price will then be \$4834. The trip is payable with a \$300 deposit then 11 payments of \$ 340

The program fee includes:

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

Not included:

Transportation from Hamilton -Wenham to the airport (\$30 to provide coach bus for group)

Gratuities for guides (approx. \$55 - to be collected in advance of leaving)

Spending money for souvenirs, gifts and lunches (suggested \$200)

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

The purpose of this letter is to differentiate between the students who are merely interested in going and those who are most likely going to be able to go. At this time, your response is non-binding and only intended to provide us with a working number as we move forward with our plans. Learn more at the parent meeting Thursday evening March 22nd. 6:30-7:30 HS Cafe

Muchas gracias,

Ms. Sano

My son / daughter _____ is planning to travel to Peru in April of 2021.

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

_____ can not be a part of this trip.

Signed _____

Monthly Meetings for Sí Perú 2020-2021 after school from 2:30 to 3:15

December	3rd	room 203	General Info/ Lima Lima
January	7th	room 203	Cuzco
February	4th	room 203	Machu Picchu
March	4th	room 203	Packing / Donations
March	25th	library	Parents and student traveler
April	8th	room 203	Final Preparations

Departure April 14th!!

Students – if this schedule conflicts with your athletic schedule, you will need to discuss with your coaches your absence from practice. These meetings are mandatory and are scheduled to prepare you for a school sponsored field trip!

Draft

III #1

COUNTDOWN 20 DAYS

1. Follow us on Instagram - HWMRtravels21
2. Passport - take a photo of first page – money belt, passport holder etc
3. Mobile Pass App - allows quick entry upon return
4. Transportation to / from Airport departure time TBD departure from HS
5. Communication - Cell phones and calls - NO NEWS IS GOOD NEWS!
6. Photography - maximize your experience - live it!
 - a. Designated photographer each day?
 - b. Share photos?
7. Global Perspectives course – free college credit!
8. Safe Travel information
9. Outreach - Do some spring cleaning? School visit and wish list. School visit video
Your things in a carry on – how to pack it all in a carry on no heavier than 17 lbs
A suitcase partially packed at home and one packed collectively (see hallway)
10. Backpacks and school supplies - 4 per student and teacher
11. Additional monies
 - a. Gratuities will be paid to Ada and our bus drivers
 - b. Spending – I suggest \$200 cash clean bills, no rips, tears or writing, must be small bills \$50 or smaller Nuevo Sol 3 = \$1
12. Packing and carry on requirement – Massport Security Website
 - Air Canada– 2 checked, 1 carry on, 1 personal item
Maximum weight – 50 lbs, 17 lbs
 - Lan Baggage – 1 checked, 1 carry on, 1 personal item
Maximum weight – 50 lbs, 17 lbs
 - Carry on quart bag – prescriptions (in original package) travel size or less than 3 ozs.

I would like every student and teacher to check 2 bags and bring a carry on. We can potentially check 60 suitcases and bring 30 carry on bags (meeting the requirement) on board. I have a contact in Lima that will take 30 or more of the suitcases filled with donations. He will return any bags I want on Saturday delivered to us at the airport.

Packing list for Peru

We will be in 3 different climates while in Peru

The best advice is to layer. We have a very busy schedule and will not be back and forth from the hotel. It will be cool in the morning and in the shade. You will not know from day to day what the weather will be, because like New England it will change quickly. Elevation can be cool but warm in the sun. It may rain it may not. To be prepared you must pack layers!!!

- **Pack your clothes in plastic zip lock bags or packing cubes this will make unpacking and repacking easy. You take the clean out and put the dirty in.**
- **Pack to leave behind. This is not a glamour tour. It is function over fashion.**
- **Don't pack or wear valuable jewelry. I don't wear my wedding rings but rather a simple gold band. Don't wear diamond studs or even fake stones keep it simple. You will be able to buy beautiful earrings in Peru.**
- **Don't pack clothes that will draw more attention to you. You will already stick out as an American.**
- **Your clothes should cover you! No butts, boobs or bellies!**
- **Pack clothes that mix and match. I like to pack a variety of tee shirts white, gray and black that I can wear with different color pants.**
- **Plan to wear your heaviest shoes on the plane.**
- **Plan a comfortable outfit for the plane. When you arrive pack it/store it in a plastic bag and plan to wear it home.**

Essentials

1 long sleeve shirt

Several tee shirts 4-5 you will want to change your shirt daily but expect to wear your pants 2 or even 3 days.

2 pairs of pants – zip offs, or pants that roll up are best.

2 pairs of comfortable shoes – we will be walking/ hiking a lot!

Socks – like tee shirts you will want clean socks.

Undergarments – You can plan to rinse out your undergarments at night. But bring enough 4 pairs.

Work gloves - we can leave these behind

Nighttime attire – PJ's

Fleece jacket

Lightweight raincoat

Small backpack or day bag

Small water bottle

Small flashlight

Hat, visor and Sunglasses

Toiletries -SMALL bottles

Prescription meds in original package

Toothbrush and toothpaste

Bug repellent

Sun block

Watch

BudgetTravel.com

Are You the Ugly American?

Certain actions—whether stemming from ignorance or arrogance—will brand you a jerk. Experts pinpoint the 10 most common faux pas among travelers.

Erin Richards
October 2006 issue
Tuesday, September 19, 2006;

Find the local rhythm

Americans have a hard time adjusting to a pace of life that isn't as fast as their own, says Jacqueline Whitmore, author of *Business Class: Etiquette Essentials for Success at Work*. As a result, they're sometimes labeled as rude and pushy. "In Germany, dinner can take three hours or more," says Whitmore. "It's an experience. You can offend the waitstaff by trying to speed up the process."

Make a good first impression

"In some cultures you hug, in others you shake hands, and in others you kiss," says Cindy Post Senning, a director at the Emily Post Institute. "It's easy to disrespect locals if you aren't familiar with how to greet them, both formally and casually."

Avoid careless judgments

Travelers love to talk about how places are different from home. Unfortunately, says Senning, innocent observations can come across as superior and judgmental, as in: "Your cars are so small here!" or "I can't believe this restaurant doesn't have ice cubes."

Mind your table manners

Educating yourself about local customs is the only way to know that Chileans expect wine to be poured with the right hand, and that the Japanese frown upon sloshing soy sauce on rice. As for those times when you're served food you can't bear to look at, let alone eat, but you don't want to disrespect your host? Smile and eat as much as you can, says Colleen Rickenbacher, author of *Be on Your Best Business Behavior*.

Speak the language

You don't have to be fluent, or even close; you just have to make an effort. "It sends an offensive message when you don't even acknowledge 'good day' in the language," says David Solomons of CultureSmart!Consulting, which publishes country-by-country etiquette guides. "It's total and utter anathema to the French when an American starts a conversation without beginning it with *bonjour*."

Don't overtip

Monica Francois Marcel, of consulting firm Language & Culture Worldwide, says nobody tips as much as Americans (and that isn't always commendable). "It gets at the economics of a country,"

she says. "A taxi driver could easily interpret your tip as flaunting your wealth." Marcel recommends asking a concierge to explain local expectations, and then tipping the concierge the proper amount. Of course, undertipping is never a great idea, either.

Watch your gestures

The wrong move with your head, hand, or foot can be a surefire way to get on a local's nerves, or even pick a fight. "We also fail to do our homework about space relationships," says Roger E. Axtell, author of eight international etiquette guides, including *Do's and Taboos Around the World*. "Latin America and the Middle East have smaller personal 'bubbles,' so you must refrain from stepping away when they move close."

Dress respectfully

Classy everyday attire might have faded in the U.S., but it's always a good idea for tourists to look smart, says Whitmore. Conservative "global colors"—grays, blues, blacks—are generally safe bets. If you're going to a warm climate, avoid the temptation to pack only shorts and sandals. Include slacks and dress shoes, especially if you plan on dining at nice restaurants or visiting houses of worship.

Use clear English

Many people speak English as a *second* language, and it's hard for them to understand when tourists use slang and neglect to speak slowly. "We clutter our speech with jargon and sports and military terminology," says Axtell. "Try to stay away from idioms and slang, and watch for reactions to make sure communication is going well. Americans also forget to avoid phrases like, 'Hi, how are you?' in which we aren't really looking for an honest response."

Be a thoughtful guest

As in the U.S., if you're staying at someone's house or going over for dinner, bring flowers. Souvenirs from home—T-shirts, refrigerator magnets—are appreciated, too. Small gifts can smooth out everyday interactions. Marcel recalls the warm response when she handed out \$1.50 bottles of Jim Beam to Russian officials checking passports on the trains. "It made the process a lot faster, and they looked out for me," she says. Gifts don't have to be expensive; as always, it's the thought that counts.

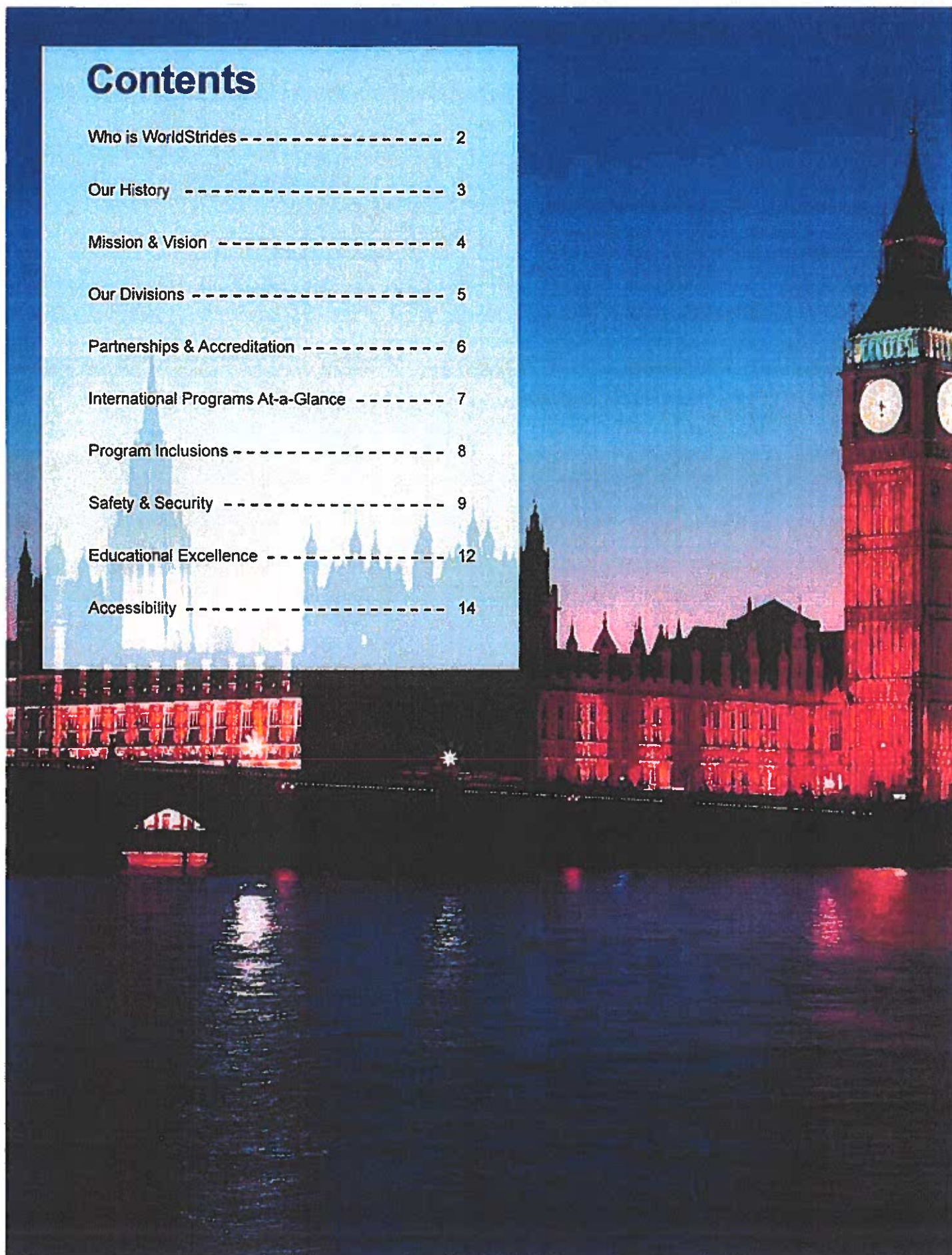
*Enriching students' lives and igniting
personal growth through
experiential travel*



WorldStrides®

Contents

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



Who is WorldStrides?

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

Our Locations

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

Our Leadership

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

Our History

INSPIRING STUDENTS
SINCE 1967

1964

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

1967

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

1996

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

1998

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

2003

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

2005

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

2004

WorldStrides renewed its status as an accredited travel study school.

2008

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

2009

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

2010

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

2011

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

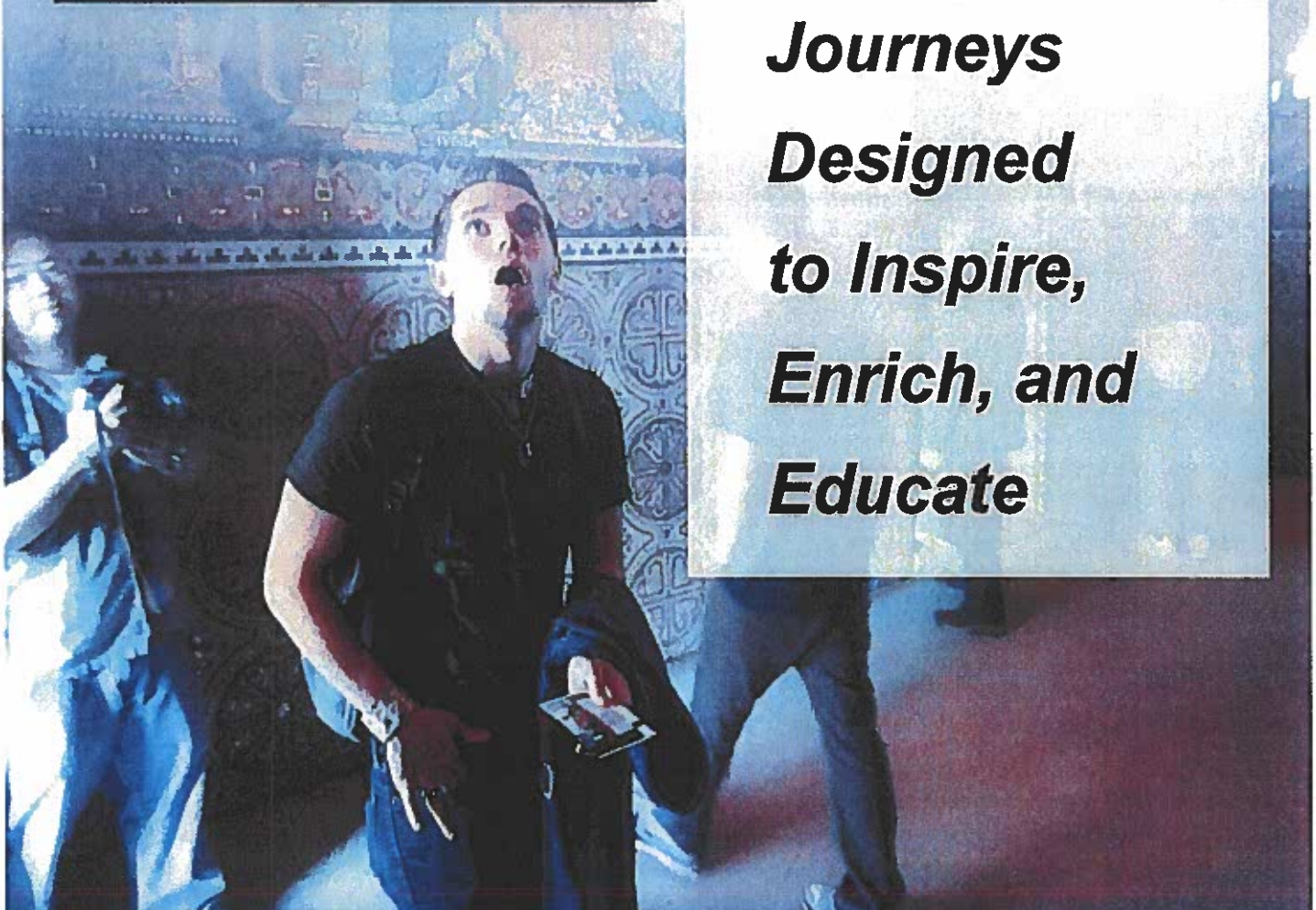
2012

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

2013

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

Mission & Vision



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

Our Values

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

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

Our Divisions



WorldStrides Discoveries Programs

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

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

WorldStrides OnStage Programs

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

WorldStrides Capstone Programs

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

WorldStrides Perspectives Programs

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

Partnerships and Accreditation

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

Accrediting Bodies

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

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

Professional Affiliations

Educational Organizations

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

Travel Associations

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

Memberships and Academic Associations

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

International Programs

WorldStrides Perspectives

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

WorldStrides Perspectives At-a-Glance

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



Program Inclusions

All-Inclusive Price

WorldStrides offers inclusive travel packages for our international programs:

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

Quality Customer Service

WorldStrides provides all customer service:

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

Fundraising Assistance

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

We Take Care of the Billing

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

Benefits of Traveling with the Industry Leader

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

Safety & Security

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

Liability Insurance and Financial Security

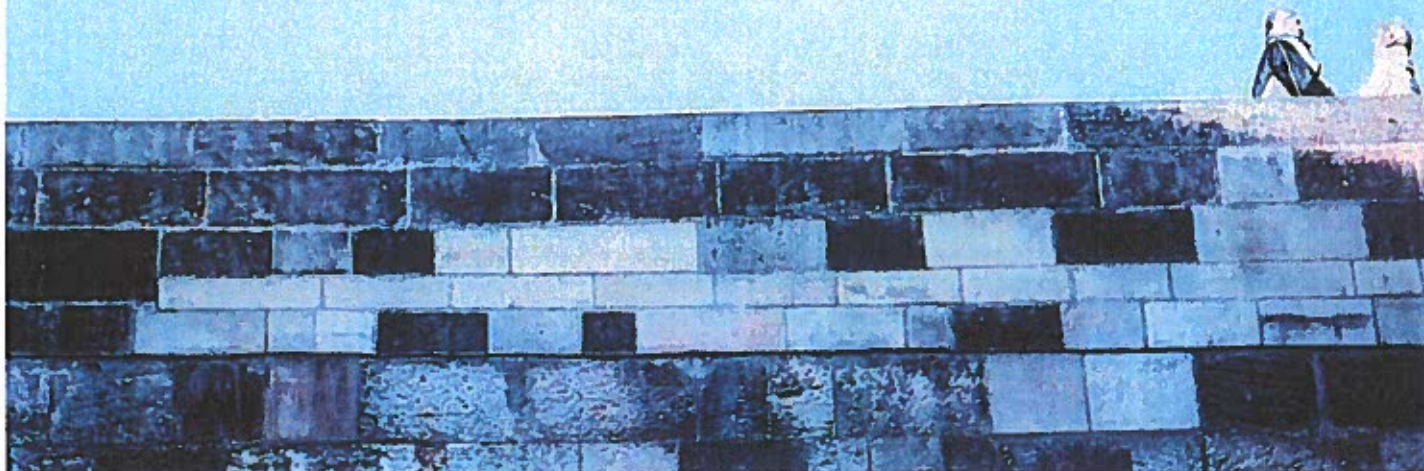
- \$50,000,000 Travel Agent's Professional Liability insurance that covers certain individuals acting on behalf of WorldStrides as tour directors, program leaders, chaperones, and volunteer speakers.
- Consumer protection for advance deposits up to \$1,000,000 through USTOA membership.

State Department Registration and Legal Compliance

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

Unsurpassed Assurances

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



Student Supervision & Safety

Planning for a Safe Experience before Departure

Behavior Contract

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

Medical Release Form

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

Ensuring Students' Safety While on the Program

Adult Supervision

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

24/7 Tour Directors

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

Emergency Services

Doctors on Call Program

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



Student Supervision & Safety

WorldStrides Selects Its Suppliers with Safety in Mind

Hotels

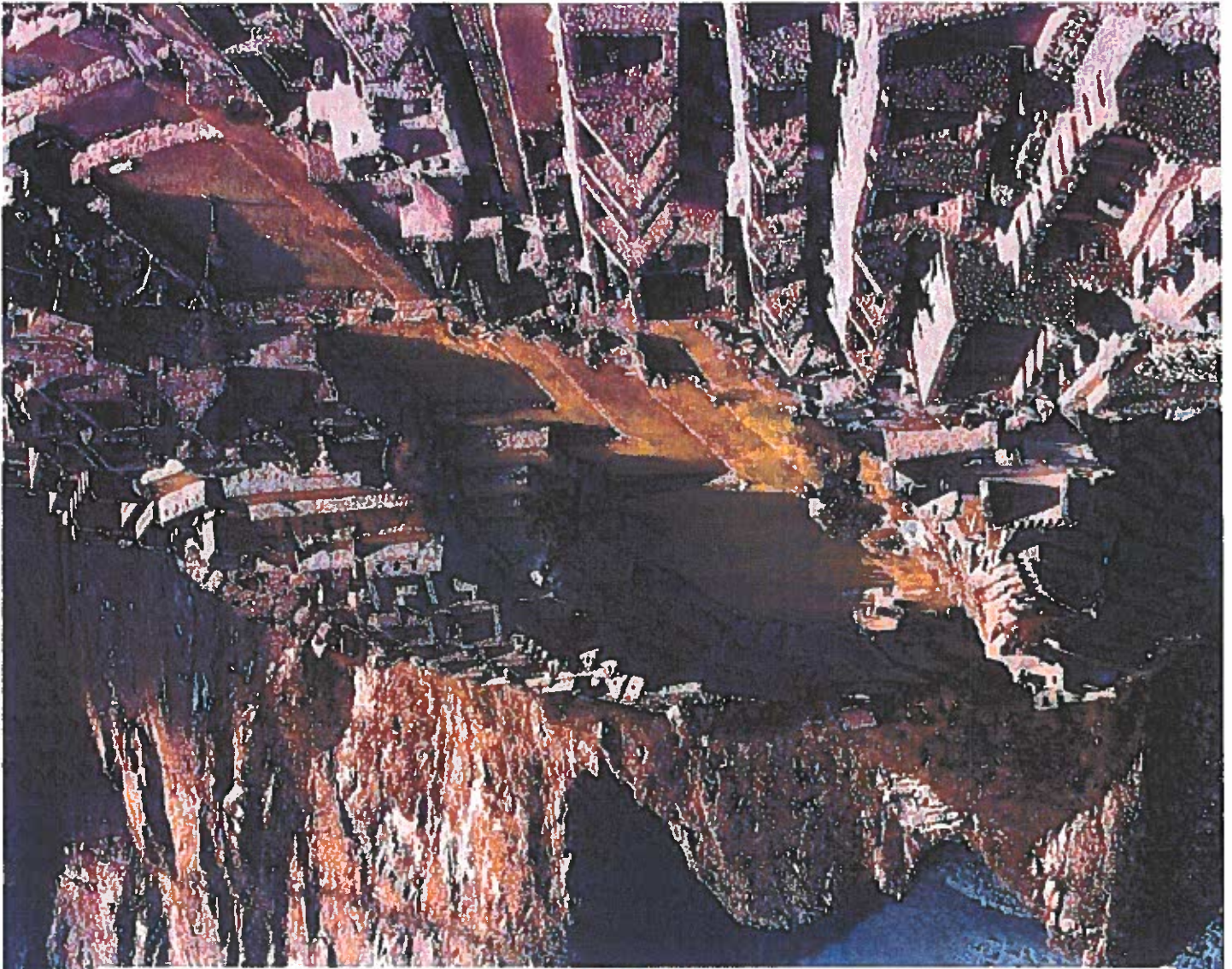
WorldStrides pre-screens its properties and selects only those which are safe, comfortable, and high quality.

Travel Arrangements

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

Suppliers

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



Educational Excellence

Beyond Classroom Walls

Accreditation

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

Academic Credit

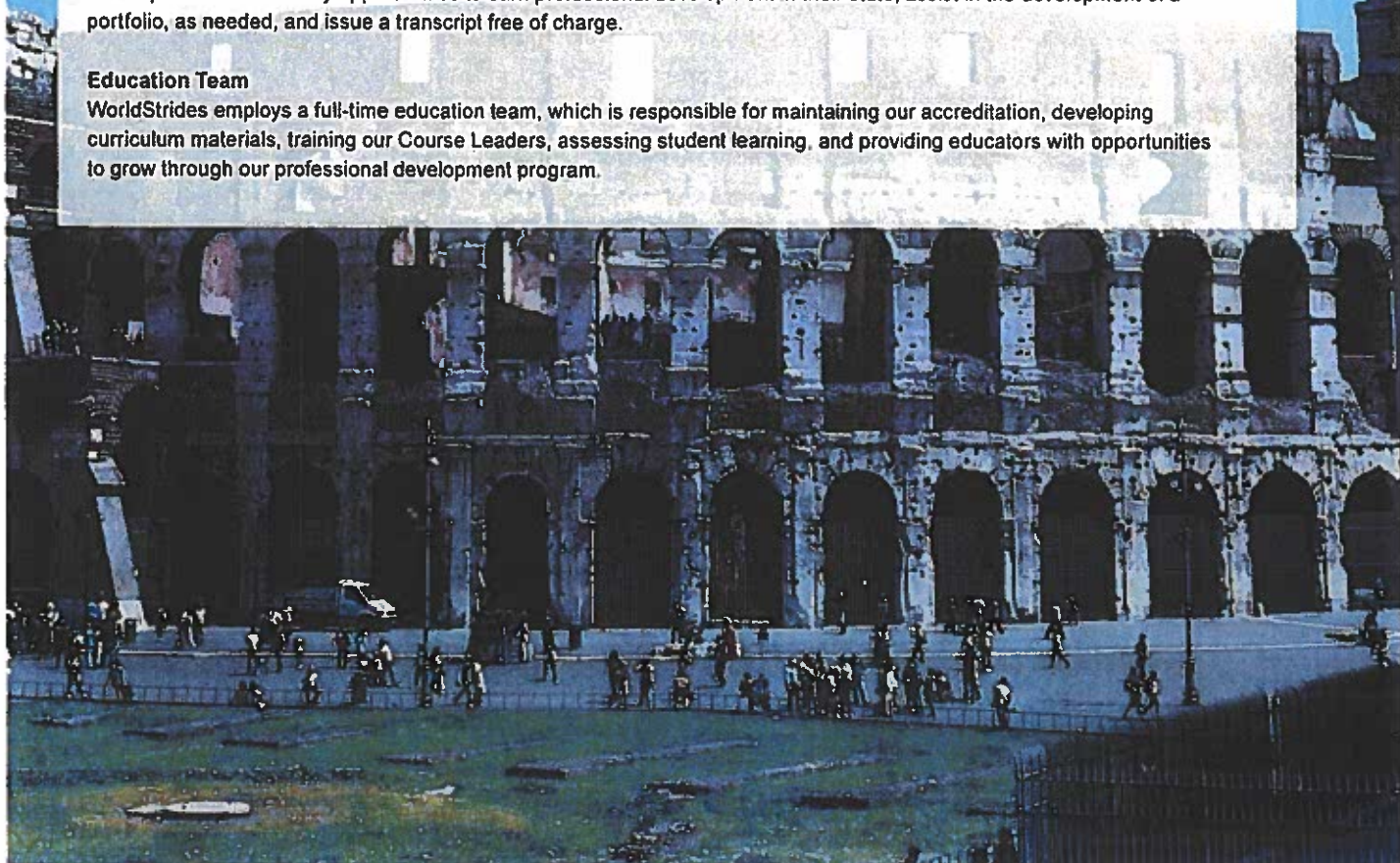
All high school students who participate on WorldStrides Perspectives programs are eligible to receive one free college credit after completing the required online coursework through our online platform. Middle school and high school students who travel on a WorldStrides program and complete pre- and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

Professional Development

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

Education Team

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



Experiential Learning

Educational Innovation

LEAP: Learning through Exploration and Active Participation ®

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

LEAP is designed so your students:

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

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

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

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

Accessibility

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

Scholarship Opportunities

FLAG Scholarship

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

SYTA Scholarship

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

Fundraising

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

Gift of Education

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

Grant Opportunities

Verizon Foundation

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

Grant Wrangler

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

Traveling with WorldStrides: layers of assurance

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

Insurance: Liability and financial security

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

Risk management

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

Accreditation and educational strength

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

Safe and secure: A core WorldStrides value

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

Course description: Global Perspectives

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

Course levels: Global Perspectives

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

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

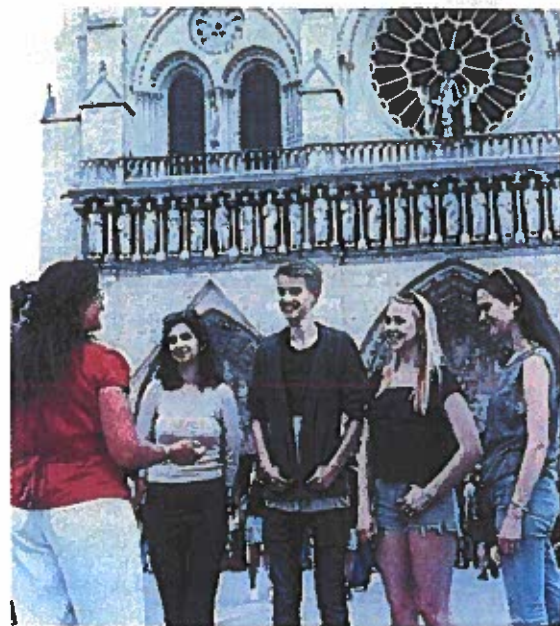
Our experience working with successful students in our courses informs our recommendation for choosing the course level that's best for you.

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

Students in 6th-9th grade
are likely going to enjoy and be successful in the high school course.

Students in 9th-11th grade
are likely going to need to weigh their comfort working in a self-paced environment and choose between high school credit or the one-credit college course.

Students in 10th-12th grade
are likely going to need to weigh the amount of time they can dedicate to their online studies and their experience with advanced coursework as they choose between the one-credit and the three-credit college courses.



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

We are looking forward to your work!



FLAG Scholarships: Bringing International Travel within Reach

WorldStrides International Discovery believes that every child, regardless of background, should have access to the benefits of educational travel. To support this vision, more than \$1 million in FLAG Scholarship funding is available for qualifying families with an annual adjusted gross income (AGI) of up to \$85,000. Last year, thousands of families benefited from the FLAG scholarship program.

Families are invited to complete a confidential, simple application to receive travel assistance funds. Scholarships are available in amounts up to \$600. You must apply for the FLAG scholarship within 45 days of enrolling for a WorldStrides International Discovery program.

Steps for more information and to apply:

- 1. Call our Customer Service team at 1-800-468-5899.**
- 2. Inform the representative that you are traveling on a WorldStrides International Discovery program.**
- 3. If you are already enrolled, provide your Traveler ID Number.**
- 4. If you are not yet enrolled, request an estimate of scholarship funds based on your International Discovery program.**



www.educationaltravel.com



To Whom It May Concern:

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

Reputation / Education / Safety

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

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

Hotels / Restaurants / Other Trip Services

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

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

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

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

Tour Oversight / Support Overseas / Emergency Preparedness

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

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

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

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

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

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

Liability

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

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

Financial Security/Bonding and Accreditation

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

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

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

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

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

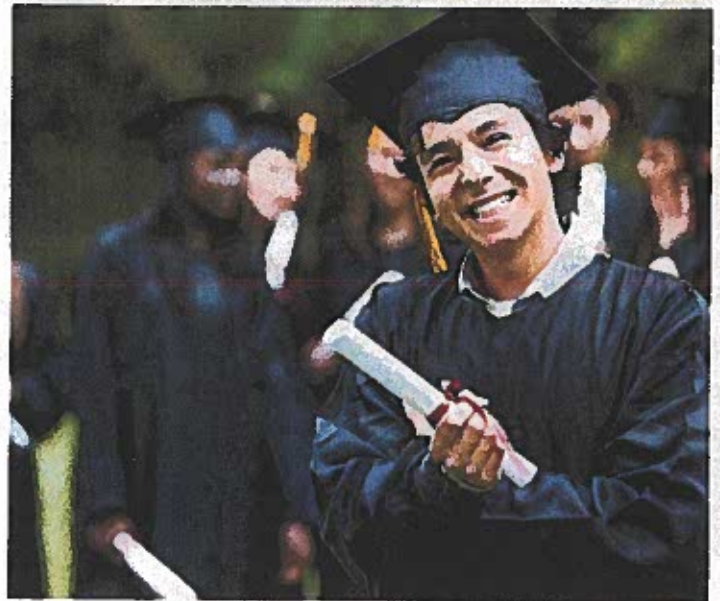
Sincerely,

Justin Sockett
Executive Vice President

Schools	Level	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020
High	GR 12	125	124	122	122	122	122	122				
	GR 11	128	127	127	127	127	127	127				
	GR 10	117	116	116	116	116	116	116				
	GR 9	114	115	115	115	115	115	115				
	Out Dist	67	68	70	70	70	70	70				
	Total	551	550	550	550	550	550	550	0	0	0	0
Middle	GR 8	117	118	117	117	117	117	117				
	GR 7	136	133	132	132	132	132	132				
	GR 6	133	135	135	135	135	135	135				
	Out Dist	32	32	32	32	32	32	32				
	Total	418	418	416	416	416	416	416	0	0	0	0
Baker	GR 5	41	41	41	41	41	41	41				
	GR 4	44	44	44	44	44	44	43				
	GR 3	40	39	39	39	39	39	40				
	GR 2	43	43	43	43	43	43	43				
	GR 1	46	46	46	46	46	46	44				
	KINDR	43	43	44	44	44	44	44				
	Out Dist											
Cutler	Total	257	256	257	257	257	257	255	0	0	0	0
	GR 5	44	43	43	43	43	43	43				
	GR 4	44	45	45	45	45	45	45				
	GR 3	43	44	44	44	44	44	44				
	GR 2	61	62	63	62	62	62	62				
	GR 1	42	44	45	45	45	45	45				
Winthrop	KINDR	40	38	38	37	37	37	37				
	Out Dist											
	Total	274	276	278	276	276	276	276	0	0	0	0
	GR 5	55	57	57	57	57	57	57				
	GR 4	38	38	38	38	38	38	38				
	GR 3	46	46	46	46	46	46	46				
Grand Totals	GR 2	44	44	44	44	44	44	44				
	GR 1	45	45	45	45	45	45	45				
	KINDR	64	64	64	64	64	64	64				
	PreK	40	40	40	46	46	46	46				
	Out Dist											
	Total	332	334	334	340	340	340	340	0	0	0	0
		1832	1834	1835	1839	1839	1837	1837	0	0	0	0

2018-2019

ANNUAL REPORT



**NORTHSHORE
EDUCATION
CONSORTIUM**



Northshore Education Consortium
112 Sohler Road, Beverly, MA 01915
Tel: 978-232-9755 | www.nsedu.org



"I can't imagine a greater place for our son to be at this time in his life."

- NEC Parent



**NORTHSHORE
EDUCATION
CONSORTIUM**

Member School Districts: Beverly, Danvers, Gloucester, Hamilton-Wenham Regional, Ipswich Public Schools, Lynn, Lynnfield, Manchester-Essex Regional, Marblehead, Masconomet Regional, Nahant, North Reading, Peabody, Reading, Rockport, Salem, Swampscott, Triton Regional, Tri-Town Union (Boxford, Middleton, Topsfield)

Table of Contents



4	MESSAGE FROM THE EXECUTIVE DIRECTOR
5	COLLABORATIVE INFORMATION
	History
	Member Districts/ Board of Directors 2018-2019
	Administrative Leadership Team 2018-2019
6	MISSION/VISION/CORE VALUES & BELIEFS
	Mission
	Core Values
	Guiding Beliefs
	Long-Range Vision
7	SCHOOL PROGRAMS 2018-2019
8	DEMOGRAPHICS
9	KEVIN O'GRADY SCHOOL
10-11	NORTHSHORE ACADEMY UPPER SCHOOL
12	NORTHSHORE ACADEMY LOWER SCHOOL
13	TOPSFIELD VOCATIONAL ACADEMY
14	NORTHSHORE RECOVERY HIGH SCHOOL
15-16	TRANSITION PROGRAMS: EMBARK, SOAR & STEP
17	CONSULTATION & CONTRACT SERVICES
17	FAMILY & PROFESSIONAL LEARNING CENTER
18-19	COST EFFECTIVENESS OF PROGRAMS & SERVICES
20-21	PROGRESS TOWARD ACHIEVING PURPOSE & OBJECTIVES
	Strategic Goals 2019-2021
22	FINANCIAL SUMMARY FY 2018-2019

Message From the Executive Director

Dear Northshore Education Consortium Members,

I am pleased to share this report highlighting the activities and accomplishments of the 2018-2019 school year.

Northshore Education Consortium remains committed to the core mission of providing high quality, cost effective public programs, support services, and resources to assist member districts in meeting the needs of students who require specialized educational services.

This past year was an excellent one for our Collaborative. Our public day programs served close to 500 students, from over 50 districts. We saw excellent outcomes in terms of student progress, we provided training and consultation to support our member districts, and we remained financially stable!

We are very proud that 30 students graduated from our three high schools with diplomas from their districts and an additional 16 received Certificates of Completion when they reached their 22nd birthday. All of our eligible students participated in MCAS-Alt or Computer-Based MCAS testing, with a high rate of success.

Some exciting developments this year included:

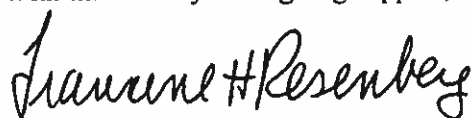
- The creation of our first district-wide Director of Educational Technology position to help us move forward with integrating current technology into every part of our work. This has included upgrading business functions, giving staff more efficient and effective tools to do their work, and most importantly, making sure that all of our students have access to the appropriate technology. Our Director has worked closely with teachers to move forward with helping students develop the necessary skills for technological literacy, and for making sure that we are providing the best possible Assistive Technology and Augmentive Communication devices for our students.
- The development of a district-wide Diversity and Equity Task Force which hosted several events for staff, students, and parents.
- Working with the Tower Foundation to create a pilot program for clinical wrap-around support for students and families in our member districts.
- Working with our partners at the YMCA and JRI to create the very successful PASS (Positive Alternatives to Student Suspension) program.
- Hosting several legislative breakfasts to help our elected officials understand issues related to the costs of special education and to learn more about the issues facing Recovery High Schools.

We continued to make great use of our professional development time this year, with employees receiving ongoing training in Trauma and Learning, Collaborative Problem Solving, Wellness, and Mental Health First Aid. Sixteen new educators participated in our mentoring and induction program

Throughout the year, educators engaged in ongoing work to provide our students with high quality academic curriculum, vocational training and clinical supports. We are extremely proud that in addition to following the curriculum frameworks in the core academics areas and addressing student IEP goals, we also provide numerous opportunities for students to participate in the arts, sports, community field trips, internships and vocational opportunities, and a wide range of enrichment activities. These activities build upon our students' many strengths and assure that even those being educated in separate classrooms have opportunities for full inclusion in their communities.

I feel privileged every day to work with such talented colleagues, students, and families.

With thanks for your ongoing support,



Francine H. Rosenberg
Executive Director



Collaborative Information

HISTORY




















Founded in 1974, the Northshore Education Consortium was one of the first regional collaboratives in Massachusetts and is the largest provider of intensive special education services to children and youth with emotional, behavioral, and developmental disabilities on the North Shore.

GOVERNANCE AND LEADERSHIP

Northshore Education Consortium is governed by a 19-member Board of Directors, representing the 21 districts served (Tri-Town School Union is represented by their shared Superintendent.) All districts are represented by their Superintendent. The full Board meets six or seven times per year. Each board member also serves on one of four subcommittees: Finance, Facilities, Policy and Personnel. Each subcommittee meets several times during the year.

The administrative leadership team meets two or three times each month, to oversee the daily operations of the Consortium and its programs.

MEMBER DISTRICTS/ BOARD OF DIRECTORS, 2018-2019

	Beverly Public Schools- Dr. Steven Hiersche
	Danvers Public Schools- Dr. Lisa Dana
	Gloucester Public Schools- Dr. Richard Safier
	Hamilton-Wenham Public Schools- Dr. Michael Harvey
	Ipswich Public Schools- Dr. Brian Blake
	Lynn Public Schools- Dr. Patrick Tutwiler
	Lynnfield Public Schools- Ms. Jane Tremblay
	Manchester-Essex Public Schools- Ms. Pamela Beaudoin
	Marblehead Public Schools- Ms. Maryann Perry
	Masconomet Regional- Dr. Kevin Lyons
	Nahant Public Schools- Mr. Anthony Pierantozzi
	North Reading Public Schools- Mr. Jon Bernard
	Peabody Public Schools- Ms. Cara Murtagh
	Reading Public Schools- Dr. John Doherty
	Rockport Public Schools- Mr. Robert Liebow
	Salem Public Schools- Dr. Margarita Ruiz
	Swampscott Public Schools- Ms. Pamela Angelakis
	Tri-Town School Union- Dr. Scott Morrison
	Triton Regional School District- Mr. Brian Forget

ADMINISTRATIVE LEADERSHIP TEAM, 2018-2019

	Francine Rosenberg , Executive Director
	Glenn Bergevin , Chief Financial Officer
	Andrea Holt , Assistant Director, Kevin O'Grady School
	Stephanie Couillard , Assistant Director, Kevin O'Grady School
	Kenneth Letzring , Director, Northshore Academy Upper School
	Tracy Farraher , Director, Northshore Academy Lower School
	Michelle Lipinski , Director, Northshore Recovery High School
	Charles LeBuff , Director, Topsfield Vocational Academy & STEP
	Ellen Heald , Director, Embark & SOAR Programs
	Monique Bourgault , Director of Facilities
	Eric Aldrich , Director of Educational Technology

Mission/Vision/Core Values & Beliefs

MISSION

The mission of the Northshore Education Consortium is to support member districts by offering high quality, cost-effective school programs, consultation, professional development, support services and resources to ensure that districts can provide successful learning experiences for all students, including those with complex or low-incidence special needs.

CORE VALUES:

1. Individualized, Strength-Based Education
2. Compassion and Respect
3. Teamwork and Collaboration
4. Excellence and Lifelong Learning

GUIDING BELIEFS:

1. Communities need a broad continuum of options for children with disabilities and other risk factors.
2. All children deserve an education that allows them to achieve their full human potential, whether that means preparation for college or career, or maximum independent functioning and quality of life.
3. All children deserve an education that is individualized, strength-based, and has high expectations for achievement.
4. People with disabilities and their families deserve to be treated with compassion and respect.
5. Best outcomes are achieved through multi-disciplinary teamwork and collaboration between families, educators, and community partners.
6. Every member of the community, regardless of age, role, or ability should be engaged in a continuous learning process with a commitment to the highest level of excellence.



LONG-RANGE VISION:

Our vision is to provide a continuum of services for our region, to ensure the best possible outcomes for all students, particularly those with risk factors or disabilities. We will strive to do this by providing outstanding educational programs, but also by becoming the “go to” resource in the region for individuals looking for consultation, training, information or guidance around helping children with special needs.

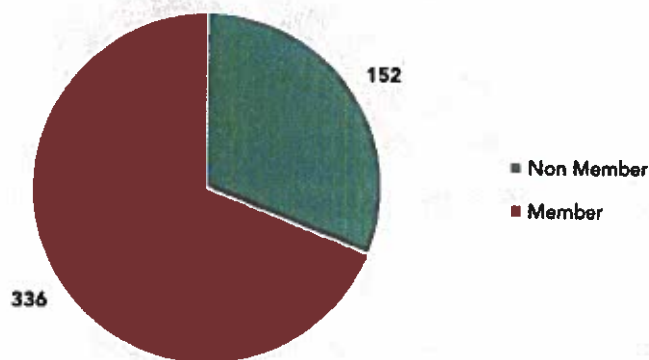
We will achieve this vision by continuously developing the following:

1. High quality, specialized programs for children with complex special needs, addictions, or other unique challenges. This includes, but is not limited to:
 - a. Assuring that our programs utilize the latest evidence-based practices.
 - b. Assuring that high standards are set for all students, regardless of disability, and that we are continuously measuring our success in meeting those standards.
 - c. Assuring that we have access to current technology, adaptive equipment, and other resources necessary for preparing our students for college, career, citizenship, and maximum independent functioning.
 - d. Providing opportunities for students to experience a rich array of opportunities beyond the core curriculum, including arts, fitness and wellness, community trips and activities, service learning, internships and supported work opportunities, etc.
 - e. Maintaining strong connections to community organizations that provide medical and mental health services.
 - f. Providing supports and services for families of children with special needs.
2. State-of-the-art professional development opportunities for our own staff and those from our districts, enabling them to stay up-to-date on best practices for complex youngsters.
3. Consultation, home, and school-based services that respond to the needs of our districts.
4. Partnerships with other schools and collaboratives, colleges, state and community agencies to advocate for and promote the interests of children and young adults with complex needs and their families.

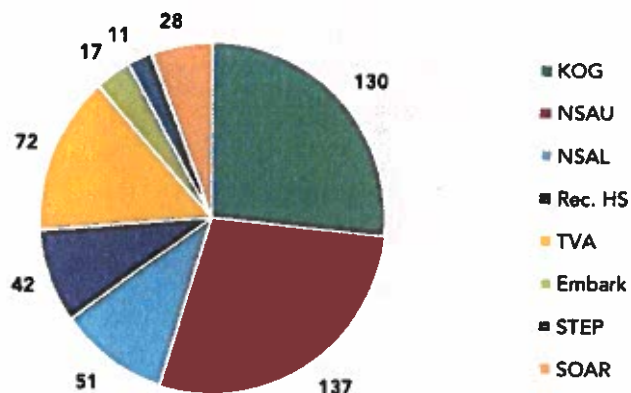
School Programs 2018-2019

During the 2018-2019 school year, Northshore Education Consortium's approved day schools served 488 students from 21 member and 35 non-member districts.

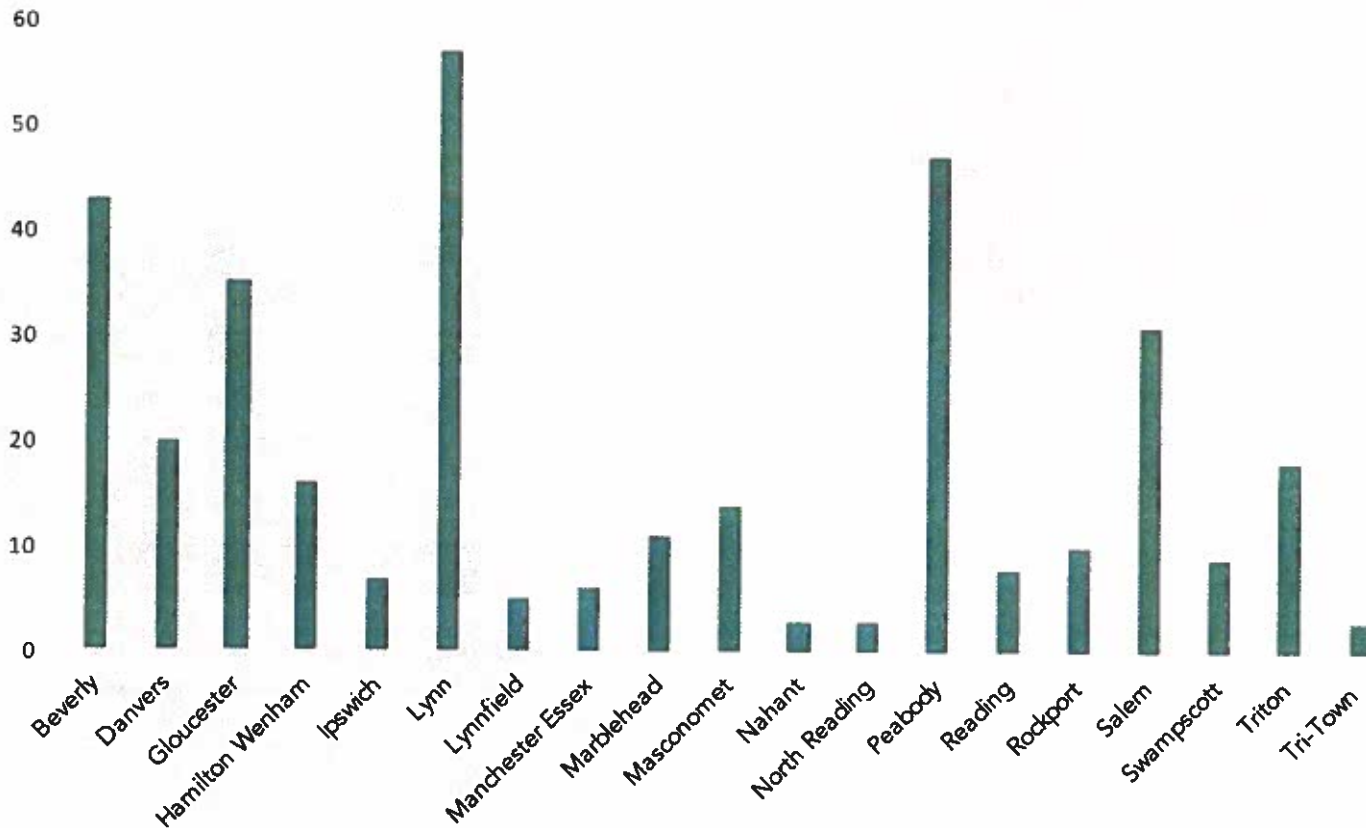
STUDENTS FROM MEMBER & NON-MEMBER DISTRICTS



STUDENTS BY PROGRAM

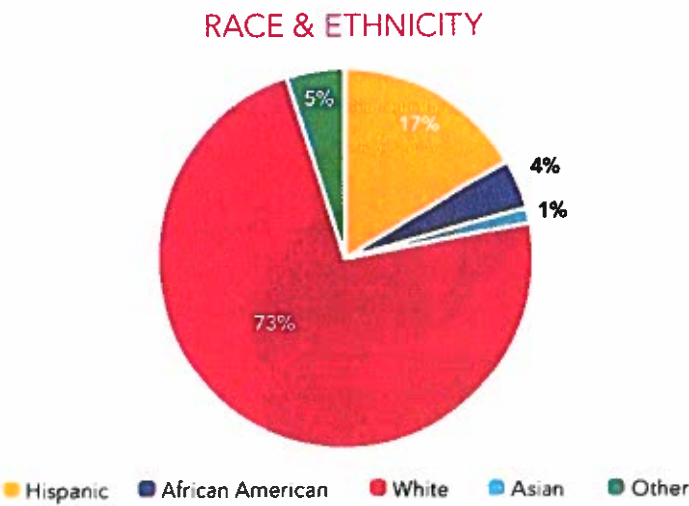


STUDENTS SERVED BY MEMBER DISTRICTS

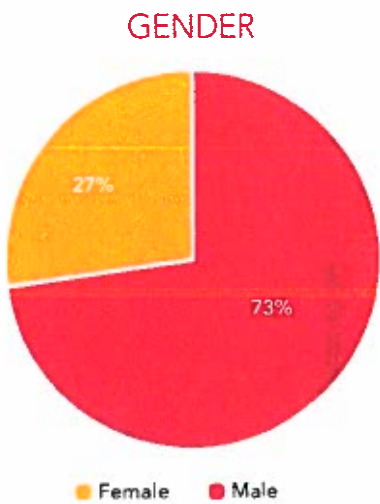


Demographics

The following information is based on DESE School and District Profile Data.



"The teachers have consistently worked with our family to provide the best possible growth experiences for our son" - NEC Parent



ADDITIONAL DATA

First Language not English	8 %
English Learner	1 %
Economically Disadvantaged	52 %

Kevin O'Grady School

112 SOHIER ROAD | BEVERLY, MA

The Kevin O'Grady School (KOG) serves students age 3-22 with significant developmental disabilities including:

- Intellectual impairments
- Autism
- Multiple disabilities
- Physical disabilities
- Complex medical needs
- Sensory impairments
- Visual impairments
- Deafblindness

The Kevin O'Grady School focuses on developing academic and life skills to maximize students' educational potential and increase opportunities for meaningful participation in home and community activities.

During the 2018-2019 school year, the Kevin O'Grady School served 130 students. 8 students "graduated" on their 22nd birthdays, received certificates of completion and moved on to adult service programs.

MCAS-Alt. Portfolios were submitted for all eligible students in grades 3 through 10.

APPROACH

At the Kevin O'Grady School, each student's program focuses on developing these core skills:

- Communication (including augmentative and assistive technology)
- Movement & functional mobility
- Activities of daily living
- Social & leisure skills
- Pre-vocational & vocational skills
- Adaptive behavioral skills

SPECIALIZED SERVICES:

- Vision, orientation & mobility and deafblind services
- Support groups & workshops for families
- Home services
- Augmentative & assistive technology assessments
- Brace & wheelchair clinic

THE ARTS

Throughout the year, KOG students benefited from a grant-funded collaboration with Young Audiences and the Massachusetts Cultural Council. This included several wonderful musical performances. In addition, students were able to participate in a wide range of community field trips and vocational opportunities. Fifteen students participated in a new swim program at the YMCA as part of the Diverse Abilities Aquatics Program. And, the annual Art on the Hill event was a great success with over 70 visitors.



PROGRAMS:

Foundations Integrated Preschool - Following a theme-based curriculum, children with disabilities along with peer models learn developmentally appropriate skills to allow for transitions back to their neighborhood schools or to other specialized classrooms.

Access - For students age 6-22 with multiple impairments and complex medical needs. Nursing services and therapies are integrated into the classroom. Adaptations including sensory diets, augmentative communication systems, adaptive equipment and environmental supports enable students to actively engage in all parts of their day.

Reach - For students age 6-13 with autism, developmental, or intellectual impairments. Through systematic instruction, including research-based teaching methodologies and applied behavior analysis, students acquire the academic, communication, social-emotional, and self-help skills needed to reach their full potential.

Strive - For students age 14-22 with autism, intellectual impairments, and other complex needs. Students acquire the self-help, sensory, self-regulation, leisure, and pre-vocational skills needed to reach their full potential. The emphasis is on active learning through systematic instruction using research-based teaching methodologies.

Target - For students age 14-22 on the autism spectrum or with intellectual impairments who are ready for vocational job opportunities. Students focus on academic, communication, social-emotional, self-help, pre-vocational/vocational and life skills needed for successful transition to adult services. Along with comprehensive vocational assessment, systematic skill instruction occurs in in-house vocational areas, community based vocational internships, and through community outings.

Northshore Academy Upper School

126 SOHIER ROAD | BEVERLY, MA

Located in Beverly, **Northshore Academy Upper School (NSAU)** serves students in grades 7 through 12 who struggle with a variety of social, emotional, and psychological challenges. Students may also have learning disabilities, be diagnosed with Autism Spectrum disorders, or be dealing with several of these challenges simultaneously. The Academy served 137 students from 38 districts during the 2018-2019 school year. Seventeen students graduated in 2019.

At the Academy, clinical and behavioral supports are fully integrated into the students' day, enabling them to focus on academic progress while also building social skills and skills for coping and self-regulation.

In addition to providing a challenging academic curriculum, the Academy's programs and services have been designed to help students enhance social skills, acquire new knowledge and develop supportive relationships within their school and communities, preparing them for their return to their home school, college, and/or job placement. This is accomplished through assigning each student to a Multi-Disciplinary Team of professionals and specialists, who, along with the student's parents, work together to meet the individual student's needs through the use of innovative educational programming, clinical support, and specialist services. All students have an Individual Educational Plan and are referred through the Special Education Department of the student's sending school district.

Programming at Northshore Academy Includes:

ACADEMICS:

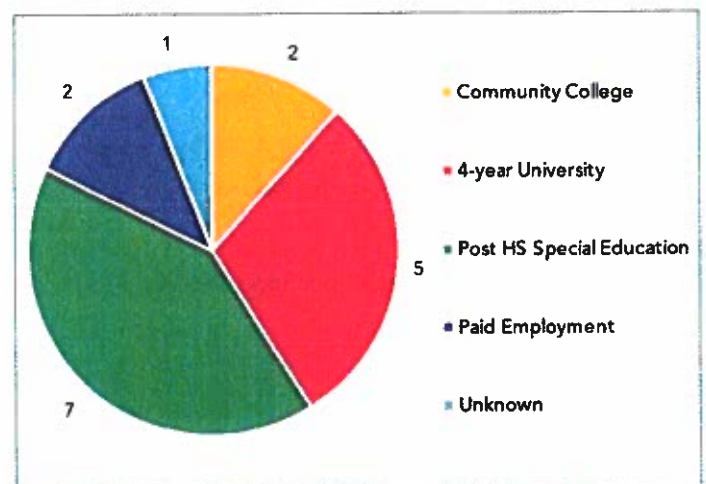
- An integrated curriculum, which includes multi-sensory learning, art, drama, and music education, project, based learning and opportunities for physical and recreational development, including a dynamic outdoor adventure program.
- Small classroom size which provides a more intensive and focused learning environment for students
- Enhanced computer and technology programming exposing students to a broader educational experience
- Academic testing to more accurately assess the educational strengths and needs of each student
- Vocational programming and work study opportunities presenting college and/or employment options to students

CLINICAL SERVICES:

- Psychosocial assessment to accurately determine social, emotional and behavioral interventions needed to support student success in the classroom
- Case management coordinating school-based services and/or facilitating referrals to outside agencies for substance abuse treatment, psychiatric assessment, and individual and/or family therapy
- Family supports
- School based counseling
- Psycho-educational groups (i.e. life skills, anger management, transition to young adulthood, teen health, social skills, college and career preparation, social thinking curriculum-based groups, etc.)
- Art/expressive therapy
- Speech and language, occupational therapy, or physical therapy if needed



POST-GRADUATION PLANS



The Academy served 137 students from 38 districts during the 2018-2019 school year. Seventeen students graduated in 2019.

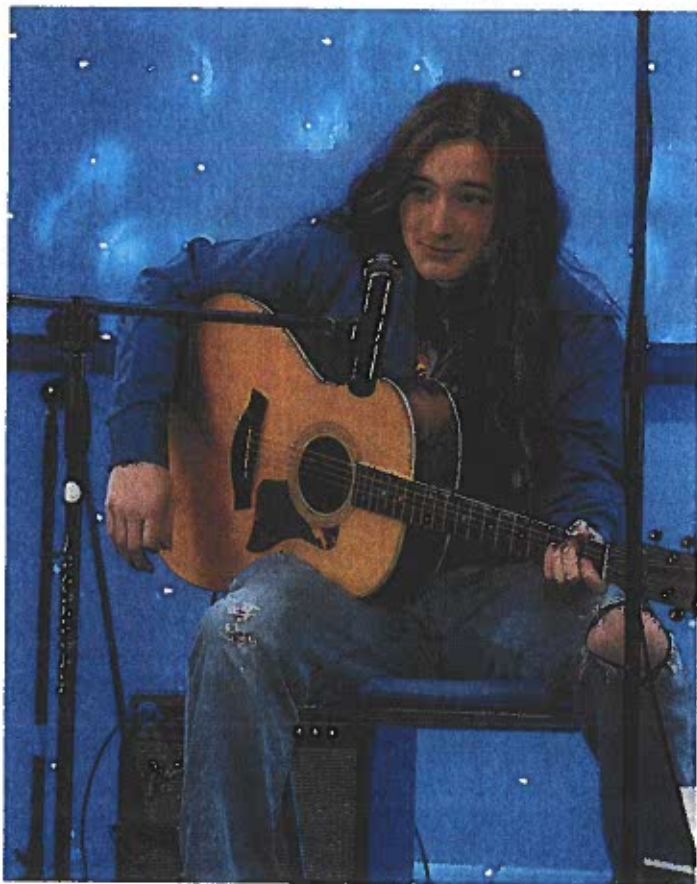
Northshore Academy Upper School

STUDENT SUPPORT SERVICES:

- Social skill development specific to classroom and community interaction (anger management, decision making, critical thinking)
- Crisis management
- Behavioral and emotional support targeted at keeping the student in their classroom

TRANSITION PLANNING SERVICE:

- Career awareness and exploration activities (job shadows, Junior Achievement, class sessions, mini-workshops)
- Career center workshop
- College planning and preparation throughout the year
- Internships
- Classes on employment and career development skills
- Numerous college and trade school tours and information sessions
- Transition Planning Night for parents to provide information about college exploration, career preparation, digital portfolio use, the IEP process and transition planning, and how to use community resources and supports to prepare students for life after high school.
- Close collaboration with the Massachusetts Rehabilitation Commission



HIGHLIGHTS OF THE YEAR INCLUDED:

A dynamic enrichment program including:

- Intramural basketball and soccer teams
- Thanksgiving football and spring field days
- Saturday and School Vacation hiking trips, including a winter overnight trip, nine hikes, and three other overnight trips
- Drivers Education provided on-site in collaboration with Triad Driving Academy
- After-school "LAN" parties (Local Area Network) which give students an opportunity to come together and develop social skills while engaging in a variety of gaming activities
- Electives including technology, culinary arts, fine arts, music and drama
- A new rock-climbing program thanks to the donation of the Coolidge Rock Wall

College Preparation Activities

- Visits to Salem State University, Northern Essex, and UMASS Lowell
- 21 students took PSATs and 11 took SATs on site
- College and Career Planning Night for students and parents
- 9 students participated in dual enrollment

Vocational Experiences

- 22 students maintained paid jobs on-site as technology or maintenance assistants, or working in the kitchen or snack bar.

School Spirit Days and Field Trips

Northshore Academy Lower School

83 PINE STREET | PEABODY, MA

The Northshore Academy Lower School (NSAL) is located in West Peabody and serves students in grades K through 6 who struggle with a variety of social, emotional, and psychological challenges. Students may also have learning disabilities, be diagnosed with Autism Spectrum disorders, or be dealing with several of these challenges simultaneously. The Lower School served 51 students from 19 districts during the 2018-2019 school year.

The Academy Lower School features small self-contained classrooms with a great deal of individual support. Clinical and behavioral support staff work closely with each classroom team, creating a closely connected multi-disciplinary team working with each student and their family.

The Lower School has filled a need for districts to provide comprehensive, short-term assessment for young children in crisis. These students receive a comprehensive multi-disciplinary assessment and the district receives concrete recommendations on what the child will need to make educational progress and/or return to a less restrictive placement.

Many students who attend the Academy Lower School, whether for a short or a longer-term placement, are able to return to a less restrictive environment.

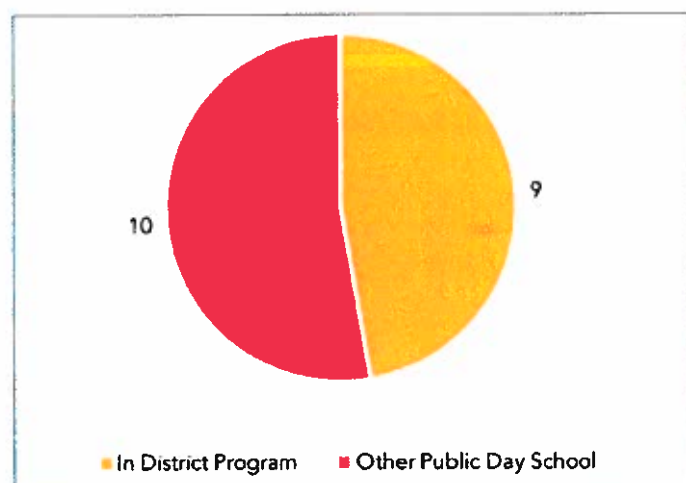
During the 2018-2019 school year, 19 students “graduated” from the Lower School; either because they were ready to return to a less restrictive environment, or because they completed 6th grade. 9 of these students returned to an in-district setting, while 10 moved onto another public day school.

HIGHLIGHTS OF THE YEAR INCLUDED:

- Increased staff training on positive behavioral supports, trauma and learning, and collaborative problem solving resulted in an increase in student time in class and time on learning, and a decrease in the number of restraints and time outs
- Field trips to Topsfield Fair, Brooksby Farm, and Peabody Essex Museum
- The addition of therapy dog Charlie Brown, a Golden Doodle who visits the school three days each week
- Working with Backyard Growers to plant a garden
- Participating in several service projects to support our troops and to help animals in local shelters



SCHOOL PLACEMENT POST GRADUATION



During the 2018-2019 school year, 19 students “graduated” from the Lower School; either because they were ready to return to a less restrictive environment, or because they completed 6th grade. 9 of these students returned to an in-district setting, while 10 moved onto another public day school.

Topsfield Vocational Academy & STEP Program

248 BOSTON STREET | TOPSFIELD, MA

Topsfield Vocational Academy (TVA) is located in Topsfield and serves 8th-12th grade students with a range of learning and social-emotional, and behavioral health challenges.

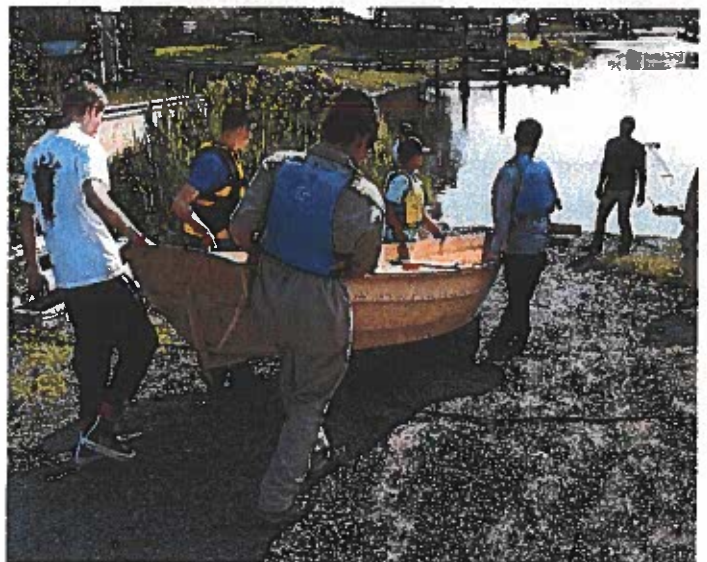
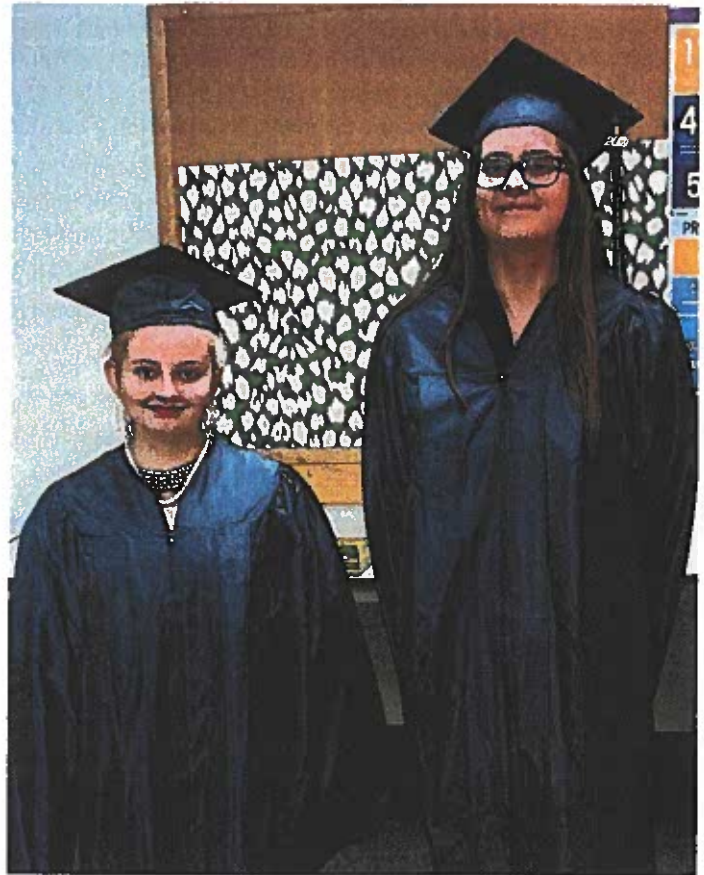
In 2018, the STEP program, moved to the Topsfield Site and the two programs began to share resources and programming, given the similar needs of the student populations.

During the 2018-2019 school year Topsfield Vocational Academy educated 72 students from 27 districts, and an additional 11 students were enrolled in the STEP Program. Six students graduated and went on to community college, paid employment, or post-HS special education at the SOAR program.

In addition to academic and clinical programming, Topsfield Vocational Academy features on-site vocational shops in the areas of culinary arts and carpentry, and a wide variety of community based vocational internships.

HIGHLIGHTS OF THE YEAR INCLUDED:

- Building an historic clamming skiff at the Essex Shipbuilding Museum
- Participating in a competition through the Boston Society of Architects to design and build a bird house
- Raising money to support furloughed coast guard members and to support Hope Academy in Mozambique
- The development of a new Senior Seminar



"I graduated with more than grades on my report card; I left with values and life lessons that could never be graded." -NEC Student

Northshore Recovery High School

112 SOHIER ROAD | BEVERLY, MA

Northshore Recovery High School (RHS), located in Beverly, is designed to meet the needs of high school students who have had a history of substance abuse but who have made a firm commitment to recovery. Funded by the State Department of Public Health and local school districts, RHS provides students a high school environment with the specialized clinical supports needed by students who are struggling with issues related to recovery, and often other mental health or learning challenges.

Students can be referred to RHS by schools, parents, courts/state agencies, drug & alcohol treatment agencies and residential programs. Students must have a recent diagnosis of a substance abuse disorder, be committed to an individual plan of recovery and, along with their parents or other caring adult, must be willing to sign an accountability contract.

During the 2018-2019 school year, RHS served 42 students from 19 communities. Eleven students graduated in June. Nine of these students enrolled had plans to enroll in higher education, and ten of them were employed in part-time or full-time jobs.

PROGRAM DETAILS:

- RHS aligns with Massachusetts State Standards, MCAS testing protocols and the course requirements of Northshore Education Consortium's member school districts.
- Curriculum is designed to meet the complicated needs of the enrolled students. Students work on a competency-based curriculum that adheres to the CES Principles.
- While not a special education placement, staff at RHS are able to meet the needs of students with IEPs who require accommodations and/or specially designed instruction.
- Students are eligible for graduation from their sending school district. The Guidance Counselor of RHS is responsible for coordinating requirements and credits needed for graduation with sending districts.
- Guidance staff work closely with districts, treatment providers and other residential placements to provide an accurate transcript for enrolled students.
- RHS provides wrap-around case management for students who have complex histories with court, DCF and other community adolescent and adult serving agencies.
- Students must be committed to and actively working on a valid individual program of recovery.
- Supporting the recovery culture of RHS, students and their parents will be accountable to develop and maintain their own recovery plan with the support and recommendations of RHS staff.
- All students participate in clinical groups and drug testing as part of the program.
- Substance abuse counseling will be provided to students during after school hours by an outside substance abuse treatment agency. RHS Counselors will be available for on-site support and referral recommendation and facilitation as needed.



HIGHLIGHTS OF THE YEAR INCLUDED:

- Students once again performed at the Wang Center as part of the Express Yourself Program.
- Students attended regional recovery day and several events with other Recovery High Schools. Several students engaged in advocacy at local events and at the State House.
- Two students were recognized as "Upstanders" by the Center for Holocaust and Genocide Studies at Salem State University.
- The annual Prom was a great success.
- Students helped to train Franklin, a therapy dog, who became an important and beloved part of the school community.
- Five students participated in dual enrollment at North Shore Community College.
- A group of students performed their original music at the Sonia (Middle East) Café in Cambridge.

Transition Programs

SALEM STATE UNIVERSITY | 121 LORING AVENUE | SALEM, MA

NEC's **Transition Programs (SOAR & Embark)** prepare young adults with moderate learning, psychiatric or intellectual disabilities for successful independence and employment, and in some cases, continuing education.

Seven students graduated in 2019. Two of these students passed MCAS and earned diplomas, while five received certificates of completion. 100% of students achieved independent travel skills using public transportation. All students went on to paid employment or to adult programs.

This year, SOAR and Embark students participated in a variety of newly developed or expanded internships including recycling, culinary arts, and working in a variety of local retail establishments. In addition, students participated in after-school yoga and music activities, and enjoyed several dances and parties along with their "Best Buddies" from Salem State. The bi-weekly production of the SOAR and Embark Network News (SENN) was a huge success. Once again, the Overnight Program in Atlantic Hall, was a highlight of the year, helping many students realize that independent living might indeed be a possibility for them.

Embark Program

The **Embark** program is located at the Enterprise Center at Salem State College and is geared toward students with learning delays and intellectual disabilities. Students use the college campus resources (such as the library, bookstore, wellness center, and food court) to enhance their academic, vocational, and physical education. In 2018-2019, Embark served 17 students.

PROGRAM COMPONENTS

The Embark experience has two major components; independent life and occupational development. The components are integrated and together contribute to the successful transition of each student from home and school to independent life.

Independent Life

The Independent Life component focuses on foundation skills:

- Using resources within the community
- Public transportation training
- Consumer skills
- Social skill training and application
- Leisure options
- Oral & written communication; computer literacy
- Current events and issues
- Health issues & issues pertaining to adult sexuality

Occupational Development

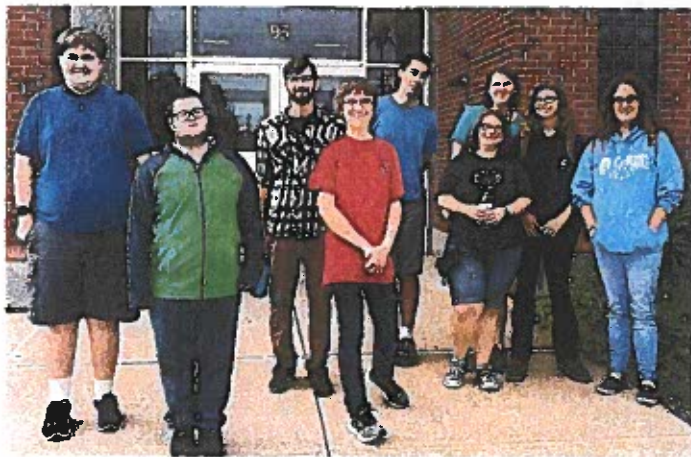
The Occupational Development component includes foundation skills, vocational/career preparation and placement, occupational assessment and advisement; internship opportunities.

Students must attend Embark for a minimum of two years, up to a maximum of four years. The program sequence is individualized and includes the following:

- Vocational assessment
- Internship and/or job placement
- Residential living preparation
- Transition related issues
- Maintaining employment

SOAR Program

SOAR is a specially designed transition program for students aged 18-22 with Asperger's Syndrome, anxiety disorders and related diagnoses.



Transition Programs

SOAR was a new program that started in 2012 with 3 students, in response to requests from member districts. During the 2018-2019 school year, 28 students attended the program.

The goal of the program is to assist students in transitioning to college and the world of work and to support students in becoming confident contributing members of society.

PROGRAMS COMPONENTS

- Life skills (contract with parents, student, and school)
- Curriculum (self-awareness, self-disclosure, self-advocacy)
- Time management
- Physical education (self-calming, self-regulation, yoga)
- Study skills (test preparation)
- Class etiquette (how to speak with different levels/relationships, etc.)
- Organizing work
- Group skills
- Raw arts (therapeutic art program)
- Group skills
- Negotiating (Compromising skills teaching brain function, language)
- Transportation
- Leisure (drugs, alcohol, sex, social networking)
- Social Skills (dating, roommates, hygiene)
- Vocational



"This school has given me the tools and support I need to move forward in my life"

-NEC Student



Consultation & Contract Services

During the 2018-2019 school year, NEC provided vision, orientation and mobility to 52 students who attend schools in member districts, provided home training for 5 students and educated 3 students who required home-bound instruction.

NEC employees also consulted to several districts around mental health issues, restraint prevention, creating positive behavioral supports, and assistive technology. In addition, our social workers provided clinical supervision to staff in one member district and conducted informal and formal consultations on complex student situations in several districts.

Family & Professional Learning Center

The Consortium's Family and Professional Learning Center sponsors regional professional development, family education, and family support. In addition, the Family Center maintains a comprehensive resource library filled with books, pamphlets, and other materials on a wide range of disabilities and special education, mental health, and substance abuse issues. These resources are available for parents and professionals throughout the region.

Professional Development

During the 2018-2019 year, approximately 150 individuals, in addition to our own employees, benefited from our regional professional development offerings. NEC hosted several sessions of Youth Mental Health First Aid training, an Orton Gillingham training, a seminar for New and Aspiring Special Education Team Leaders, and a full day Behavioral Health Conference.

NEC Family Center

Our Family Center hosted 10 small family workshops on topics such as Vaping, Toilet training, Managing Challenging Behaviors, and Person Centered Planning. Each workshop was attended by approximately five to ten parents and/or professionals from the region. The Family Center also sponsored several monthly support groups, including one specifically designed for Spanish speaking Latino Families.

NEC is proud to have a wide variety of student teachers, interns, and trainees from several different universities and in a number of disciplines including special education, social work, speech and language pathology, and occupational therapy.

We are also proud to be able to host ongoing training for Police Departments on the North Shore through the CIT Jail Diversion Program.

"I liked the variety of topics and the fact that they were all relevant to K-12 education"

-Conference Attendee



2-day staff training for 150 staff members on the Think:Kids Collaborative Problem Solving method of dealing with problem behaviors in the classroom.



NEC's annual Behavioral Health Conference - Spring 2019

Cost Effectiveness of Programs & Services

NEC's approved day programs are both cost-effective based on a clear financial analysis of rates, but also enable districts to save on transportation costs by keeping students closer to home, and they are able to provide a higher quality service to students by pooling specialized expertise within one central location.

The simplest way to discuss the cost-effectiveness of NEC approved public day programs is to compare them to private special education placements that serve similar populations, as we do in the charts (see opposite page).

Based on an analysis of private schools serving similar populations, member districts can save up to \$300/day (over \$50,000/year, not including transportation costs) by sending a student to an NEC program. (All rates are based on OSD FY 2019 data, compared to NEC 2019 rates, and are based on daily rates for day programs, and rounded to the nearest dollar). NEC tuition rates include all therapy services.

COST EFFECTIVENESS OF RECOVERY HIGH SCHOOL

It is difficult to articulate the cost-effectiveness of RHS based on financial analysis. There are only five Recovery High Schools in MA, and there are not a lot of similar programs or schools to compare them to.

By providing a regionalized Recovery High School, we are able to offer highly specialized services to a targeted group of high risk teenagers and enable these students to receive the needed supports to earn their diplomas. Most districts would be unable to provide these services within districts, as the cohort of students who need the service would be too small.

Districts were charged tuition of \$70 to \$113/ day depending on special education needs and member status. The full cost of providing clinical and recovery services is subsidized by the DPH grant. Many of the students, prior to enrollment at RHS were utilizing extensive mental health services within their public schools, or were enrolled in public or private day schools with tuitions ranging from \$220/day (Northshore Academy) to \$500/day (Manville School)

COST EFFECTIVENESS OF PROFESSIONAL DEVELOPMENT

Our professional development offerings are cost effective as they enable us to bring experts to our region. Without these offerings, districts would have to pay individual staff members to travel to trainings given by these providers or by private, often for-profit, entities.

SUBSIDIZING THROUGH PHILANTHROPY

Given our desire to keep tuition rates affordable and to provide the highest quality programs and services for our students, we have expanded our capacity to seek private philanthropic dollars to supplement and enhance what we are able to provide. During the 2018-2019 school year, Friends of NEC raised over \$140,000 through grants and private donations. This enabled us to provide staff training, purchase new technology and sensory equipment as well as to support a wide range of extracurricular and enrichment activities without having to utilize tuition revenue.



NEC's annual road race, Festivus 5K for Autism, supports educational and enrichment opportunities for our students.

Cost Effectiveness of Programs & Services

Severe Disabilities

SCHOOL	DAILY RATE FY 19
NEC Kevin O'Grady: Member	403
NEC Kevin O'Grady: Non-Member	485
Melmark	485
Nashoba Learning Center	501
Perkins School for the Blind	679
BC Campus School	458
Beverly School for the Deaf: Children's Communication Center	445

Emotional Disability (grades K-12)

EMOTIONAL DISABILITY (GRADES K-12)	DAILY RATE FY 19
Northshore Academy, Topsfield Vocational & STEP: Member	227
Northshore Academy, Topsfield Vocational & STEP: Non-Member	273
Manville	506
Walker	413
Dearborn	395
Lighthouse School	410
Arlington School (McLean)	358
Community Therapeutic Day School	430
New England Academy	319

Intellectual Disability / Autism (ages 18-22)

INTELLECTUAL DISABILITY / AUTISM (AGES 18-22)	DAILY RATE FY 19
Embark/SOAR: Member	196
Embark/SOAR: Non-Member	220
Riverview	267
Cardinal Cushing Vocational	351

Similarly, contract and consultation services are more cost effective for member districts through the Collaborative as indicated below:

Vision/Orientation/Mobility, Other Professional Consultation

NEC Member Rate - \$110/hr.

Perkins School for the Blind/Carroll Center - \$125/hr.

Walker Partnerships - \$175/hr.

Progress Toward Achieving Purpose and Objectives

The purpose and objectives of NEC are stated in the Collaborative Agreement as:

PURPOSE:

The Consortium exists to provide education and related services as requested by its member districts, including, but not limited to programs and services for children with low-incidence disabilities and professional development for teachers and other related service professionals. These programs and services will also be available for non-member districts.

The collaborative Board of Directors (herein, “the Board”) has the authority to decide that the Consortium should provide services, programs, and/or assistance for its member districts in addition to those outlined in the first paragraph, consistent with applicable laws and regulations related to educational collaboratives.

FOCUS:

The focus of the Consortium is to provide innovative, high quality, cost-effective educational services for students with complex or low-incidence disabilities, to provide resources for member districts, and to serve as a regional center for planning and problem solving for member districts.

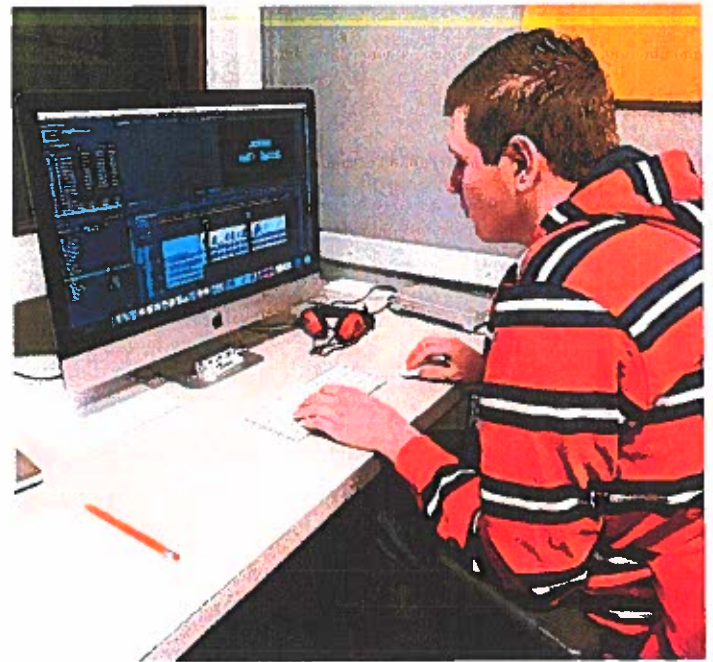
OBJECTIVES:

The overall objectives of the Consortium are:

1. To play a leading role in defining the future role of collaboratives in the Commonwealth.
2. To strengthen and expand the Consortium programs and services in a cost-effective manner that meets the needs of students and faculty in member districts and the region.
3. To develop new programs for students, particularly those with special needs, allowing them to meet the highest academic, social, and life-skill objectives in accordance with emerging evidence based practices.
4. To provide high quality, highly relevant professional development for the employees of the Consortium and member districts.

In terms of objective 1, the Executive Director is a regular participant in MOEC state-wide and regional meetings, and is a regional representative to the MOEC Board. In addition, she convenes regular meetings of regional SPED administrators and maintains connections to the region's universities and child-serving state agencies.

Progress toward meeting objectives 2-4 is generally assessed in an ongoing way by looking at utilization of programs and services, gathering both formal and informal data about student outcomes, and gathering both formal and informal feedback from consumers including school district personnel and parents. Information about utilization, outcomes, and cost effectiveness is contained in each of the program descriptions in earlier sections of this report.



Strategic Goals, 2019-2021

Over the past year, our team made substantial progress toward our newly developed strategic goals for 2019-2021.

GOAL 1: Continue to Strengthen Quality of Programs and Services

- Behavioral support in all programs will be clinically sophisticated, trauma informed, and culturally sensitive.
- Strengthen vocational and transition planning so that every student who graduates has an appropriate plan in place for his or her future.
- Continue to develop academic curriculum that maintains high expectations and is sophisticated at meeting complex needs and identifying learning challenges.
- Better articulate relationships between our programs, entrance and exit criteria, and identify gaps in service delivery.
- Create a Racial Equity task force to work with administration on developing an action plan for identifying and addressing achievement gaps or systemic biases that may affect student outcomes.

Accomplishments in 2019

- Staff in all “therapeutic programs” completed Tier 1 CPS training.
- A cohort of staff participated in a course on Trauma and Learning.
- Developed a transition task force to share and coordinate resources and best practices around transition assessment, vocational training, job-coaching, student internships, travel training, college planning, coordination with state agencies, etc.
- Expanded use of AT and AAC to support communication and learning.
- Monthly tracking and review of referrals whose needs we couldn’t meet and of students who left our programs unexpectedly.
- Task force was established, met regularly, and conducted a staff PD session, a student focus group and a parent focus group.

GOAL 2: Maintain Financial and Leadership Stability for Long-Range Sustainability

- Develop a capital plan that addresses issues related to buildings, grounds, and technology.
- Negotiate a CBA for 2019-2023.
- Continue to develop the capacity of Friends of NEC to bring in private funds to support strategic initiatives.
- Work with local public safety officials to develop and maintain an updated District Safety Plan.

Accomplishments in 2019

- CBA was signed in September 2019.
- Capital plan was developed and discussed with board.
- Friends of NEC raised over \$200,000.
- Relationships with local police departments and school resource offices were strengthened and expanded.

GOAL 3: Expand capacity to meet Regional Needs around Special Education and Youth at Risk and participate in larger scale efforts

- Expand consultation to districts in the areas of mental health, assistive technology, vision services, and home services.
- Explore the development of ASOST programs.
- Continue to provide Regional PD and Job-Alike groups.
- Provide an administrative home for the new and improved Curriculum and Staff Development Network.
- Participate in Regional Recovery and Alternative to Suspension Initiatives.
- Executive Director will continue to play a leadership role in MOEC and DESE statewide initiatives, regional committees, etc. and actively develop partnerships with universities, state agencies, and community youth-serving organizations.

Accomplishments in 2019:

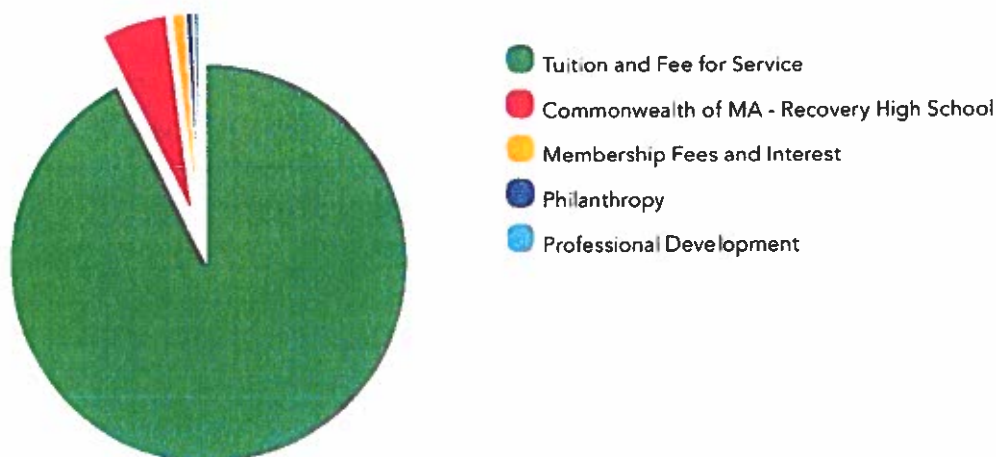
- All of the above goals were met with the exception of the development of ASOST programs.

Financial Summary FY 2019

A snapshot of NEC's financial performance is included below. For more detailed information please see the Audited Financial Statements and Uniform Financial Report.

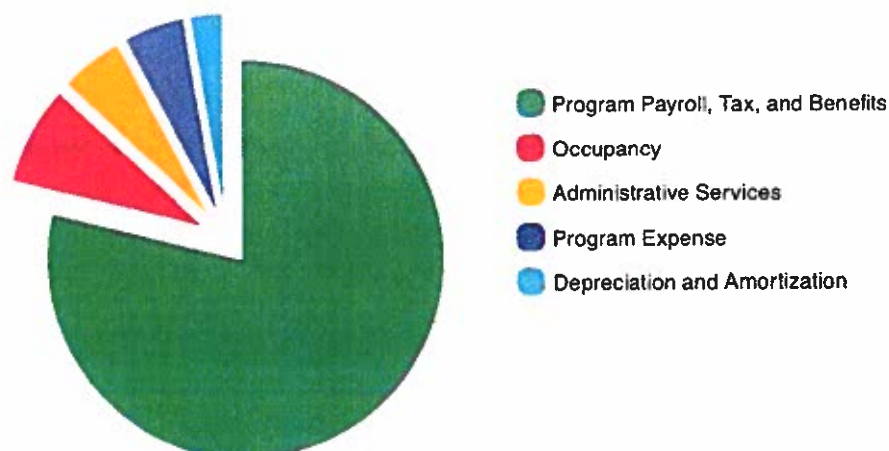
FY 2019 REVENUE SOURCES

Source	Dollars	Percentages
Tuition and Fee for Service	\$ 23,518,535	94.65%
Commonwealth of MA - Recovery High School	\$ 911,980	3.67%
Membership Fees and Interest	\$ 235,762	0.95%
Philanthropy	\$ 140,621	0.57%
Professional Development	\$ 40,845	0.16%
Total Revenue	\$24,847,743	100%



FY 2019 EXPENSE CATEGORIES

Category	Dollars	Percentages
Program Payroll, Tax, and Benefits	\$ 19,289,029	78.79%
Occupancy	\$ 1,978,128	8.08%
Administrative Services	\$ 1,278,687	5.22%
Program Expense	\$ 1,257,059	5.13%
Depreciation and Amortization	\$ 678,054	2.77%
Total Expense	\$24,480,957	100%



"Your school was one of the
places that always restored
my faith in humanity"

- NEC Parent





**NORTHSHORE
EDUCATION
CONSORTIUM**

Contact Information

Executive Director | Fran Rosenberg | frosenberg@nsedu.org

Executive Assistant & PD Coordinator | Kathy Mahoney | kmahoney@nsedu.org

Chief Financial Officer | Glenn Bergevin | gbergevin@nsedu.org

Director of Clinical Training & Consultation | Windi Bowditch | wbowditch@nsedu.org

Director of Facilities | Monique Bourgault | mbourgault@nsedu.org

Director of Educational Technology | Eric Aldrich | ealdrich@nsedu.org

Director of Development | Sarah Seiler | ssailer@nsedu.org

Kevin O'Grady School | Martha Krol | mkrol@nsedu.org

Northshore Academy Upper School | Ken Letzring | kletzring@nsedu.org

Northshore Academy Lower School | Tracy Farraher | tfarraher@nsedu.org

Northshore Recovery High School | Michelle Lipinski | mlipinski@nsedu.org

Topsfield Vocational Academy & STEP | Charles LeBuff | clebuff@nsedu.org

SOAR & EMBARK Programs | Ellen Heald | ehaald@nsedu.org

Family and Professional Learning Center | Sheila Guiney | sguiney@nsedu.org

Northshore Education Consortium
112 Sohier Road, Beverly, MA 01915
Tel: 978-232-9755 | www.nsedu.org

Essex County Learning Community
<https://essexcountylc.org>

August 2, 2019

Peggy McElhinney
Director of Curriculum, Assessment, and Instruction
Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984

Re: Essex County Learning Community Application for Cohort 2

Dear Peggy:

Thank you again for your district's application to join the Essex County Learning Community (ECLC). It was a pleasure speaking with you, Stacy, and Julie during our follow-up interview last week.

My colleagues at Full Frame Communications and our partner organization the Center for Collaborative Education (CCE), are thrilled to notify you that your district has been selected as a member of ECLC's Cohort 2 for 2020-2021. This coming year's diverse cohort will launch in **January 2020**. We are delighted to welcome you into this incredible community of teachers, administrators, and lifelong learners who are making lasting, meaningful change in Essex County schools!

After reviewing your application and speaking with you, we know that you and your team will bring a wealth of knowledge, curiosity, and willingness to learn from others, which are the key ingredients to a successful cohort. We look forward to the months ahead, as we will be sending you more details for getting your team started, information on next year's kick-off, and invitations to some key events.

In the meantime, we are available for any questions or feedback you may have.

One last piece that we wanted to share with you is our plan for continuing to expand Cohort 2 as the summer continues. In order to ensure that we have the most diverse and rich learning experience for you and other districts in the cohort, we have decided to reopen applications at the end of August/beginning of September for a few more weeks. We heard from some districts that, with the lack of snow days this past year, many schools experienced a compressed timeline with little room for planning in June. With that said, we invite you to refer any other school districts in Essex that you think might be a good fit for this opportunity to apply and we would be happy to provide more information.

Thank you again for your time and investment in the ECLC. We look forward to working with you!

All the best,

Jane

A handwritten signature in black ink that reads "Jane Feinberg". The signature is written in a cursive, flowing style. The first name "Jane" is written with a large, open 'J' and the last name "Feinberg" follows in a similar cursive script.

Jane Feinberg
Founder & Principal
Full Frame Communications
43 Shaw Road
Belmont, MA 02478
Tel: (617) 285-8386
Email: jfeinberg@fullframecommunications.com
Website: fullframecommunications.com
Skype: jane.feinberg

Essex County Learning Community<https://essexcountylc.org>

December 13, 2019

Peggy McElhinney
Director of Curriculum, Assessment, and Instruction
Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984

Re: Essex County Learning Community (ECLC) Memorandum of Understanding for Cohort 2

Dear Peggy:

We are delighted to welcome you to the Second Cohort of the Essex County Learning Community (ECLC).

As mentioned in the acceptance letter that you recently received, we are following up with the ECLC Cohort 2 Memorandum of Understanding (MOU) for your district's review and signature. **Please review the MOU and return it with your authorized representative's signature by Friday, December 27th.**

As a reminder, our Cohort 2 Launch event will be held on **January 15th from 8:30am to 3:30pm** at the **Wylie Conference Center** at Endicott College in Beverly, MA. **You will receive additional Cohort 2 Launch Event invitation soon, along with more details about key dates for 2020.**

Please let us know if you have any questions. Thank you again for your time and investment in the ECLC.

We look forward to working with you!

Most sincerely,



Jane Feinberg
Founder & Principal
Full Frame Communications
43 Shaw Road
Belmont, MA 02478
Tel: (617) 285-8386
Email: jfeinberg@fullframecommunications.com
Website: fullframecommunications.com
Skype: jane.feinberg

Proposal Requirements: Essex County Learning Community Grant

Part I: School District Overview

1. **Name and Role of Person Completing the Application:** Peggy McElhinney, Director of Curriculum, Assessment, and Instruction
2. **School District Name:** Hamilton-Wenham Regional School District
3. **Current Superintendent:** Jeffrey Sands, Acting Superintendent
4. **City/Town:** Wenham, MA
5. **Number of Schools:** 5
6. **Number of Students:** 1,769
7. **Enrollment by Race/Ethnicity (enter as percentage):**
 1. African American/Black: .5%
 2. Asian: 3.7%
 3. Latinx: 4.2%
 4. White: 89.3%
 5. Native American: .1%
 6. Native Hawaiian, Pacific Islander: .3%
 7. Multi-Race, Non-Hispanic: 2%
8. **Percentage of Economically Disadvantaged Students:** 7.1%
9. **Percentage of Students with Disabilities:** 17.6%
10. **Percentage of Students who are English Language Learners:** .5%
11. **Current Fiscal Year Projected Budget (Not Including In-Kind Donations):**
\$34,951,408 (FY20)

I support this proposal and commit our district to become a member of the Essex County Learning Community:

Superintendent's Signature: _____

Date: _____

Part II: Proposal Narrative Questions

1. Why are you applying for this grant opportunity?

Our goal is to improve our Multi-Tiered System of Support in grades PK-8 to ensure that all of our students are meeting academic expectations and are demonstrating effective growth. We plan to use the Massachusetts Tiered System of Support self-assessment tools to inform our improvement process, and through the work of this grant, we hope to create an effective model that can then be shared with our other two elementary schools. We have pieces of an MTSS approach in place, but there are gaps that need to be addressed. For example, we have universal screeners for literacy and math at the elementary level but only math at the middle school level. We have personnel available at the elementary level (reading specialists and literacy teaching assistants) and blocks of time available at the middle school (WIN block), but we believe we could be using these resources more effectively to support students. We also need to ensure that we are using the most effective intervention strategies in Tiers 1-3 and that we are progress monitoring on a regular basis.

2. What do you consider the biggest challenge facing your SCHOOL DISTRICT with respect to students with diverse learning needs (aside from budget)?

We need to address inconsistencies in our systems in order to create a robust MTSS approach. We need to do a better job of utilizing data to inform interventions, and we need to evaluate the quality and quantity of our interventions, particularly at Tier 2, to ensure that we are appropriately addressing students' needs.

3. What do you consider the biggest challenge facing your district's TEACHERS with respect to students with diverse learning needs (aside from budget)?

Our teachers need additional training in data use and research-based interventions to ensure that we are matching students with the right supports. We also need to improve Tier 1 reading instruction at the elementary level by providing teachers with professional development on reading research and by streamlining our use of curriculum resources that support literacy instruction (e.g., Foundations, Heggerty's Phonemic Awareness Curriculum, Words Their Way, guided reading books, Calkins' Units of Study for writing). To support this work, we have enrolled about half of our elementary teachers this summer in Teachers College's online program *Teaching Reading to Struggling Students*. Finally, we need to evaluate if we are making the most effective use of instructional blocks in order to meet student needs.

4. What do you consider the biggest challenge facing your district's STUDENTS with diverse learning needs?

We have significant and pervasive achievement gaps between our regular education and special education students and not all of our students are demonstrating effective growth. We need to improve our targeted interventions and supports for students with academic and behavioral difficulties to ensure that these students are successful.

5. What outcomes would you like to see as a result of your participation in the Essex County Learning Community?

We would like to improve our Multi-Tiered System of Support in order to ensure that all of our students are meeting academic expectations and demonstrating effective growth. We want to ensure that we have systematic, district-wide strategies for improvement that are based in research and best practice. We also want to examine how we are deploying our resources and scheduling our time to improve efficiency.

6. What is something your district will be able to contribute to the Essex County Learning Community?

We have been working on a number of initiatives related to MTSS that we could share.

- Our middle school has been working with the Northeast PBIS Academy out of the University of Connecticut to implement a PBIS model. We have just completed the first year of a three-year implementation process.
- We have been working with Landmark Outreach to provide our grades 6-12 teachers with training in inclusive practices.
- We have developed a therapeutic program at each of our elementary schools.
- We have provided a significant number of teachers and administrators with training in Collaborative Problem Solving.

7. What kinds of conversations are you already having in the district about learning disabilities, learning and attention issues, language and cultural barriers, and the effects of trauma? Please feel free to share relevant data and any targets you are setting.

We have been having conversations about the achievement gaps between our regular education and special education students which, according to our MCAS results, are significant and exist at every grade level and in every subject area (ELA, math, and science). Our discussions have focused on ways to narrow these achievement gaps and to ensure that all students are meeting academic expectations and demonstrating effective growth. One focus has been thinking about how we can improve our early literacy instruction. Another focus has been training our grades 6-12 teachers in inclusive practices. We have also implemented new, high-quality K-8 math and science curriculum resources over the last two years to improve Tier 1 instruction, and we have engaged in a significant amount of training and discussion in order to implement these curriculum resources with fidelity.

8. Please list the names and roles of the proposed members of your Lead Team:

- **Superintendent or assistant superintendent of curriculum (or equivalent):** Peggy McElhinney, Director of Curriculum, Assessment, and Instruction
- **Director of special education (or equivalent):** Stacy Bucyk, Director of Student Services
- **School principal:** Chris Heath, Principal, Winthrop Elementary School
- **Special education teachers (2):** Jennifer Sperry, Winthrop Elementary School; Kathleen Dicioccio, Miles River Middle School
- **Mainstream/inclusion teachers (2):** Heidi Caccivio, Winthrop Elementary School; Susan Jedrey, Miles River Middle School

**A Memorandum of Understanding (MOU)
Between the Essex County Learning Community (ECLC) and Cohort 2 Participating Districts**

This agreement is entered into by the Essex County Learning Community (known as “Essex County Learning Community” and “ECLC”) and the Public School District of Hamilton-Wenham for the purposes of the ECLC Second Cohort (“Cohort 2”).

On behalf of the Public School District of Hamilton-Wenham, I understand that our district has been accepted to join the Essex County Learning Community as a grantee for the funding period of January 2020 through December 2021 (from now on, referred to as the "grant period."). As a district-authorized representative, I hereby agree that our team will participate in the grant period and complete the required activities as detailed below in Scope of Work.

I. Scope of Work

The ECLC is a two-phase experience over two years that involves intensive professional development especially during Year 1/Phase 1. Continuation as a member of the ECLC during the grant period is dependent upon continuous, sustained engagement during Year 1/Phase 1 and beyond in Year 2/Phase 2. Year 1/Phase 1 is critical to setting up districts up for success.

The cohort model is designed to promote individual and group learning and growth, to enable the ongoing cross-pollination of ideas, and to allow for relationship building that will endure even beyond the grant period. A high value is placed on creating a sense of community and interdependence. Hence, full participation is required in all components of the ECLC. These components include but are not limited to activities discussed below.

As a member of Cohort 2, our district commits to:

1. Participate fully in all ECLC events, including kick-off, professional development, and all other scheduled convenings.
2. Collaborate with ECLC participants, leaders, and staff to complete activities.
3. Complete all pre-work and action steps needed for follow-up before/after convenings.

II. Estimated Project Timeline

This MOU provides a brief description of the estimated timeline for the grant activities supported by ECLC. This timeline is subject to change.

- Effective start date/official ECLC Cohort 2 Launch: January 15, 2020
- ECLC Showcase of Learning: February 5, 2020
- ECLC Spring 2020 Professional Development (PD) dates (full-day meetings):
 - March 11, 2020
 - May 2020 PD date to be determined (TBD)
- More dates TBD for Summer Institute 2020, activities in 2021, etc.
- Effective end date: December 31, 2021

If needed, participants may be asked to sign an extension to the original MOU.

Communication

Please designate at least two team leaders who will be the main points of contact for your district's team. This list can change and expand as determined by your team.

Please include:

Peggy McElhinney
Director of Curriculum, Assessment, and Instruction
Hamilton-Wenham Regional School District
5 School Street, Wenham, MA 01984
978-626-0826
m.mcelhinney@hwschools.net

Stacy Bucyk
Director of Student Services
Hamilton-Wenham Regional School District
5 School Street, Wenham, MA 01984
978-626-0850
s.bucyk@hwschools.net



Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

December 11, 2019

Ms. Julie Kukenberger, Interim Superintendent
Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984

Re: Hamilton-Wenham Regional School District 2019 Statement of Interest Status

Dear Superintendent Kukenberger:

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 2019 Statement of Interest (the "SOI") process.

Overall, the MSBA received 61 SOIs from 51 different school districts for consideration in 2019. 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 and the Winthrop School SOIs will not be invited into the MSBA's Eligibility Period at this time. If the District would like these schools 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 2020 starting on Wednesday, January 8, 2020. Please see the information below regarding the process as well as on the MSBA's website.

If the District is planning to submit an SOI in 2020, 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 14, 2020.
- The SOI closing date for Districts submitting under the Core Program, which is primarily for projects beyond the scope of Accelerated Repair, including extensive repairs,

December 11, 2019

Hamilton-Wenham Regional School District 2019 Statement of Interest Status Letter

renovations, addition/renovations, and new school construction will be Wednesday, April 8, 2020.

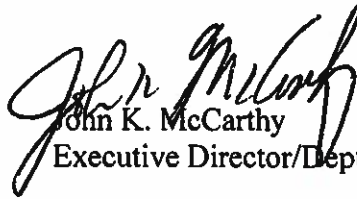
The MSBA remains committed to collaborating and partnering with the Hamilton-Wenham Regional School District to better understand school facility issues within the District and will be sending detailed information regarding the 2020 SOI process in the coming weeks.

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
Jeff Hubbard, Chair, Hamilton Board of Selectmen
Jack Wilhelm, Chair, Wenham Board of Selectmen
Joseph J. Domelowicz, Jr., Hamilton Town Manager
Anthony Ansaldi, Wenham Town Manager
David Polito, Chair, Hamilton-Wenham Regional School Committee

ADMINISTRATION OF THE ORGANIZATION

It is the intent of the Committee that the District employs qualified personnel to administer the school system efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of District business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. Channels of communication will be established so that the recommendations and decisions of each group can be heard and reviewed by the administrative officer concerned and, where appropriate, by the Superintendent and the Committee.

The organization and administration of the District will balance responsibility with commensurate authority, subject to the reserved legal powers of the Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the District to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to their area of operation.

REGIONAL SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent of Schools and fix their compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. They shall also prepare such reports as may be required by the State Dept. of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the selectmen of the member towns in sufficient time for printing in the annual reports of the member municipalities.

LEGAL REFS: M.G.L. [71:59](#), [72:3](#)

SUPERINTENDENT'S CONTRACT

The Committee, upon the appointment of a candidate to be Superintendent will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

LEGAL REFS.: M.G.L. [71:41](#); [71:42](#)

EVALUATION OF THE SUPERINTENDENT

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.
2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among their responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop a respectful and productive working relationship between the School Committee and Superintendent.

The School Committee and Superintendent will periodically develop a set of performance objectives based on the needs of the school district and in keeping with state regulations for evaluation of the Superintendent. The Superintendent's performance will be reviewed in accordance with specified goals and standards. Additional objectives will be established according to the evaluation cycle agreed upon with the Superintendent.

All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session in accordance with the open meeting law.

LEGAL REF: M.G.L. 30A:18-25
 603CMR35:00

LINE AND STAFF RELATIONS

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school district.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school district.

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets and committees as they deem necessary for assuring staff participation in decision making, for implementing policies and procedures and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, cabinets and committees created by the Superintendent may make recommendations for submission to the School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

The membership, composition and responsibilities of administrative councils, cabinets and committees will be defined by the Superintendent and may be changed at their discretion. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school district, but only within budgetary allotments and when approved in advance by the Superintendent.

PRINCIPALS

Principals are the educational administrators and managers of their schools. Principals, subject to the supervision and direction of the Superintendent, supervise the operation and management of their school and property and evaluate all building level staff.

Each Principal, working in conjunction with the School Council, will develop and implement appropriate guidelines and standards for student behavior and staff conduct to ensure a safe, supportive learning environment. All such guidelines will be consistent with District policies, state law and procedures of the Massachusetts Department of Elementary and Secondary Education.

Each Principal will work cooperatively with other District administrators to ensure equity among schools and consistency of curriculum development and delivery.

The duties of Principals are defined in their contracts of employment, District policies, state law and procedures of the Massachusetts Department of Elementary and Secondary Education. The job descriptions for these positions are on file in the Superintendent's office.

LEGAL REF: MGL [71:41](#); [71:59B](#)

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out the policies established by each Committee through written procedures.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the District. Consequently, it is expected that all employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and procedures and for seeing that they are implemented in the spirit intended.

DEVELOPMENT OF PROCEDURES

The Superintendent will be responsible for specifying required actions and designing the detailed procedures under which the District will operate in accordance with Committee policy. These detailed procedures will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the District are governed.

In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardians, and the public. The Superintendent must weigh with care the advice given by representatives of staff, student, and community organizations. They will inform the Committee of such advice when presenting pertinent reports of procedures and in presenting procedures for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, they may issue procedures without prior Committee approval unless Committee action is required by law, or the Committee has specifically asked that certain types of procedures be approved, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

PROCEDURES DISSEMINATION

It will be the responsibility of the Superintendent to see that the procedures are developed to implement the Committee's policies and administer the District.

A procedure concerning a particular group or groups in the District will be distributed to the group(s) prior to the effective date of the regulation when feasible.

APPROVAL OF HANDBOOKS AND DIRECTIVES

The law directs that in each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September.

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the school district or one of its schools be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy or regulation. The Superintendent will use their judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

LEGAL REFS.: M.G.L. 71:37H

File: CHCA-E

APPROVAL OF HANDBOOKS AND DIRECTIVES

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

1. Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon or a controlled substance, may be subject to expulsion from school by the Principal.
2. Any student who assaults any employee of the School District may be subject to expulsion from school by the Principal.
3. Any student who is charged with a violation of either (1) or (2) above shall be notified in writing of their opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel a student.
4. Any student who has been expelled shall have the right to appeal to the Superintendent.
5. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

LEGAL REFS.: M.G.L. 71:37H

ADMINISTRATION IN POLICY ABSENCE

When action must be taken within the school district where the Committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the Committee.

ADMINISTRATIVE REPORTS

The School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Upon receipt of the Superintendent's reports, the Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school district.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all required statistical and other information.

REGIONAL SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the school district and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee. Upon Committee approval, the report shall be submitted to each member community and will be made available to the public and used as one means for informing parents/guardians and citizens, the Commissioner of Education, and others of the programs and conditions of the District's schools. Said report shall contain a detailed financial statement, a statement showing the method which computes the annual charges against each town, and any other information regarding the operation of the School District as may be necessary.

Established by law and Committee policy.

LEGAL REFS.: M.G.L. 72:4
 M.G.L. 71:16(k)

File: CA

ADMINISTRATION OF THE ORGANIZATION

It is the intent of the Committee that the District employs qualified personnel to administer the school system efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of District business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. Channels of communication will be established so that the recommendations and decisions of each group can be heard and reviewed by the administrative officer concerned and, where appropriate, by the Superintendent and the Committee.

The organization and administration of the District will balance responsibility with commensurate authority, subject to the reserved legal powers of the Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the District to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to **his/her** area of operation.

Adopted: 3/7/13

Reviewed: 4/12/18

Note: The MASCC Reference Manual replaces "his/her" with "their"

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

File: CB

REGIONAL SCHOOL SUPERINTENDENT

~~The Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the U.S. Department of Education, Massachusetts Board of Education, and the Commonwealth's Department of Elementary and Secondary Education, and shall submit materials for the Committee's annual reports to the selectmen of the member towns in sufficient time for printing in the annual reports of the member municipalities.~~

~~Except as provided by law or regulation, the Superintendent, in his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Committee. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.~~

LEGAL REFS: ~~M.G.L. 71:59, 72:3~~

Adopted: ~~3/7/13~~

Reviewed: ~~4/12/18~~

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

File: CB

REGIONAL SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent of Schools and fix their compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. They shall also prepare such reports as may be required by the State Dept. of Elementary and Secondary Education and shall submit materials for the Committee's annual report to ~~the Mayors of member cities and~~ the selectmen of the member towns in sufficient time for printing in the annual reports of the member municipalities.

~~SOURCE: MASC July 2016~~

LEGAL REFS: M.G.L. [71:59](#), [72:3](#)

Hamilton-Wenham Regional School District

~~File: CBD~~

Formatted: Right

~~SUPERINTENDENT'S CONTRACT~~

~~The Committee, upon the appointment of a candidate or upon reappointment of the incumbent Superintendent, will enter into a written contract with the Superintendent, which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent.~~

~~LEGAL REFS: M.G.L. 71:41, 71:42~~

~~Adopted: 3/7/13~~

~~Reviewed: 4/12/18~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

SUPERINTENDENT'S CONTRACT

Formatted: Left

The Committee, upon the appointment of a candidate to be Superintendent will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

SOURCE: MASC July 2016

LEGAL REFS.: M.G.L. [71:41](#); [71:42](#)

~~NOTE: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of schools for a period not to exceed six years.~~

Hamilton-Wenham Regional School District

File: CBI

EVALUATION OF THE SUPERINTENDENT

Formatted: Right

Through evaluation of the Superintendent, the Committee and the Superintendent will strive to:

1. — Work to develop annual goals based on the District's Strategic Plan.
2. — Clarify for the Superintendent his/her role in the school system and the immediate priorities among his/her responsibilities as mutually agreed upon.
3. — Develop a professional working relationship.
4. — Assure administrative leadership of excellence for the School District.
5. — The Superintendent's evaluation will be in conducted in accordance with 603 CMR 35.00.

Formatted: Normal, Right, No bullets or numbering

Formatted: Right

Formatted: Normal, Right, No bullets or numbering

Formatted: Right

Formatted: Normal, Right, No bullets or numbering

Formatted: Right

Formatted: Normal, Right, No bullets or numbering

Formatted: Right

Formatted: Normal, Right, No bullets or numbering

Formatted: Right

The Committee will annually develop with the Superintendent a set of performance objectives based on the needs of the school system. The Superintendent's performance will be reviewed in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent.

Adopted: 3/7/13
Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

EVALUATION OF THE SUPERINTENDENT

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.
2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among their responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop a respectful and productive working relationship between the School Committee and Superintendent.

The School Committee and Superintendent will periodically develop a set of performance objectives based on the needs of the school district and in keeping with state regulations for evaluation of the Superintendent. The Superintendent's performance will be reviewed in accordance with specified goals and standards. Additional objectives will be established according to the evaluation cycle agreed upon with the Superintendent.

All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session in accordance with the open meeting law.

~~SOURCE: MASC July 2016~~

LEGAL REF: M.G.L. 30A:18-25
603CMR35:00

LINES OF RESPONSIBILITY/ORGANIZATIONAL CHART

The Superintendent has the responsibility to organize the administration of the District to insure appropriate supervision and accountability and provide for the efficient conduct of business throughout the system. The lines of responsibility within the system will be clearly delineated in an organizational chart prepared by the Superintendent for review by the Committee. A copy of the organizational chart is available at the Superintendent's office.

The Superintendent will ensure that positions required by state law are filled. Where state law requires that a position be appointed or approved by the School Committee, the Superintendent will ensure that such appointment or approval is appropriately obtained.

Staff members will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator overseeing the immediate area will take appropriate action. If the issue cannot be resolved, the administrator or the staff member can refer such matters to the next higher administrative level.

LEGAL REFS.: M.G.L. 71:59

Adopted: 3/7/13
Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

File: CCB

LINE AND STAFF RELATIONS

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school district.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school district.

| ~~SOURCE: MASC~~

Hamilton-Wenham Regional School District

ADMINISTRATIVE COUNCILS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils and committees as he/she deems necessary for assuring staff participation in decision making, for implementing policies and procedures and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, and committees created by the Superintendent may make recommendations for submission to the Committee through the Superintendent.

Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

All councils and sub-committees created by the Superintendent function in an advisory capacity.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at his/her discretion. However, the Committee will be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Pre-Approved expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the District.

Adopted: 3/7/13
Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

File: CE

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets and committees as they deem necessary for assuring staff participation in decision making, for implementing policies and procedures and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, cabinets and committees created by the Superintendent may make recommendations for submission to the School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

The membership, composition and responsibilities of administrative councils, cabinets and committees will be defined by the Superintendent and may be changed at their discretion. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school district, but only within budgetary allotments and when approved in advance by the Superintendent.

SOURCE: MASC July 2016

Hamilton-Wenham Regional School District

File: CFA

PRINCIPALS

Principals are the educational administrators and managers of their schools. Principals, subject to the supervision and direction of the Superintendent, supervise the operation and management of their school and property and evaluate all building level staff.

Each Principal, working in conjunction with the ~~local advisory~~ School eCouncil, will develop and implement appropriate guidelines and standards for student behavior and staff conduct to ensure a safe, supportive learning environment. All such guidelines will be consistent with District policies, state law and procedures of the Massachusetts Department of Elementary and Secondary Education.

Each Principal will work cooperatively with other District administrators to ensure equity among schools and consistency of curriculum development and delivery.

The duties of Principals are defined in their contracts of employment, District policies, state law and procedures of the Massachusetts Department of Elementary and Secondary Education. The job descriptions for these positions are on file in the Superintendent's office.

LEGAL REF: MGL 71:41; 71:59B

Adopted: 3/7/13

Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

File: CH

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out the policies established by each Committee through written procedures.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the District. Consequently, it is expected that all employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and procedures and for seeing that they are implemented in the spirit intended.

~~Adopted: 3/7/13~~
~~Reviewed: 4/12/18~~

~~SOURCE: MASC Hamilton-Wenham~~

Hamilton-Wenham Regional School District

DEVELOPMENT OF PROCEDURES

The Superintendent will be responsible for specifying required actions and designing the detailed procedures under which the District will operate in accordance with Committee policy. These detailed procedures will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the District are governed.

In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardians, and the public. He/she must weigh with care the advice given by representatives of staff, student, and community organizations. He/she will inform the Committee of such advice when presenting pertinent reports of procedures and in presenting procedures for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, he/she may issue procedures without prior Committee approval unless Committee action is required by law, or the Committee has specifically asked that certain types of procedures be approved, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

Adopted: 3/7/13
Reviewed: 4/12/18

Note: The MASC Reference Manual replaces "he/she" with "they"

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

File: CHAA

RULES PERTAINING TO STAFF AND STUDENT CONDUCT

~~Under Massachusetts law, the Superintendent is required to publish "rules and procedures pertaining to the conduct of teachers and students which have been adopted." (Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Elementary and Secondary Education for information purposes only.) Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Councils. The Superintendent will annually review staff and student handbooks to ensure they are consistent with District policies and provide the School Committee with a report on any handbook changes.~~

~~LEGAL REFS: — M.G.L. 71:37H~~

~~Adopted: 3/7/13~~

~~Reviewed: 9/26/18~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: CHC

PROCEDURES DISSEMINATION

It will be the responsibility of the Superintendent to see that the procedures are developed to implement the Committee's policies and administer the District. ~~are appropriately coded and included as procedures in the District's Policy Manual.~~

A procedure concerning a particular group or groups in the District will be distributed to the group(s) prior to the effective date of the regulation when feasible.

~~Adopted: 3/7/13~~
~~Reviewed: 4/12/18~~

~~SOURCE: MASC/Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: CHCA

APPROVAL OF HANDBOOKS AND DIRECTIVES

The law directs that in each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September.

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the school district or one of its schools be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy or regulation. The Superintendent will use their judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:37H

~~NOTE: Refer to the policy coded BGD for another example of how School Committees incorporate the requirements of M.G.L. 71:37H into policy statements.~~

Hamilton-Wenham Regional School District

APPROVAL OF HANDBOOKS AND DIRECTIVES

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

1. Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon or a controlled substance, may be subject to expulsion from school by the Principal.
2. Any student who assaults any employee of the School District may be subject to expulsion from school by the Principal.
3. Any student who is charged with a violation of either (1) or (2) above shall be notified in writing of their opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel a student.
4. Any student who has been expelled shall have the right to appeal to the Superintendent.
5. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

| ~~SOURCE: MASC~~

LEGAL REFS.: M.G.L. 71:37H

~~File: CHD~~

Formatted: Right

~~ADMINISTRATIVE RESPONSIBILITY IN THE ABSENCE OF COMMITTEE POLICY~~

~~The Superintendent shall have the authority to implement action within the District if an emergency situation should develop for which the Committee has provided no administrative guidelines. However, the Superintendent's decision shall be brought to the attention of the Committee at its next regular meeting. In each instance the Superintendent shall notify the School Committee Chair as soon as possible.~~

~~Adopted: 3/7/13~~

~~Reviewed: 4/12/18~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: CHD

ADMINISTRATION IN POLICY ABSENCE

When action must be taken within the school district where the Committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the Committee.

SOURCE: MASC

Hamilton-Wenham Regional School District

~~File: CK~~

Formatted: Right

~~CONSULTANTS~~

~~Consultants and other appropriate resource personnel may be used to augment the District's personnel when needed and recommended by the Superintendent of Schools, and consistent with the School Committee approved budget. When appropriate, consultants and resource personnel should be CORI checked.~~

~~Adopted: 2/6/14~~

~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: CL

ADMINISTRATIVE REPORTS
ADOPT, 8/21/2019, but rephrase last paragraph
HOLD

The School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Upon receipt of the Superintendent's reports, the Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school district.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all required statistical and other information.

SOURCE: MASC

Hamilton-Wenham Regional School District

File: CM

Formatted: Right

SCHOOL DISTRICT ANNUAL REPORT

The Committee and Superintendent will submit an annual report to each of the member towns, containing a detailed financial statement, and a statement showing the method by which annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of such school or schools as may be deemed necessary by the District Committee or by the selectmen of any member town.

Upon Committee approval, the report will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs and conditions of the District's schools.

LEGAL REFS.: — M.G.L. Ch. 71:16 (k); 71:4

Adopted: 3/7/13
Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

File: CM

REGIONAL SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the school district and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee. Upon Committee approval, the report shall be submitted to each member community and will be made available to the public and used as one means for informing parents/guardians and citizens, the Commissioner of Education, and others of the programs and conditions of the District's schools. Said report shall contain a detailed financial statement, a statement showing the method which computes the annual charges against each town, and any other information regarding the operation of the School District as may be necessary.

Established by law and Committee policy

~~SOURCE: MASC~~

LEGAL REFS.: M.G.L. 72:4
M.G.L. 71:16(k)

Hamilton-Wenham Regional School District

SAFETY PROGRAM

The District is entrusted with providing a safe and healthy learning environment and will take into account a wide range of possible threats and hazards that may impact the school community.

Within a reasonable time period, the District will comply with safety requirements established by governmental authorities and expect that its staff will adhere to recommended safety practices.

The Superintendent will have overall responsibility for the safety program of the District. The Superintendent will ensure that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will be provided in accident prevention as well as fire prevention; emergency procedures; and bus safety.

LEGAL REF.: M.G.L. 71:55C
 603 CMR 36.00

PEST MANAGEMENT

I. Policy

The Hamilton-Wenham Regional School District is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

Overview and Goals

- a) The Superintendent and the Director of Facilities shall develop and implement an integrated pest management program.
- b) An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- c) Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- d) The integrated pest management program shall strive to:
 1. Reduce any potential human health hazard.
 2. Reduce loss or damage to school structures or property.
 3. Minimize the risk of pests from spreading in the community.
 4. Enhance the quality of facility use for school and community.
 5. Minimize health, environmental and economic risks.

Restrictions on Use of Pesticides and Herbicides

- a) When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
- b) Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

Notification of Pesticide and Herbicide Use

- a) When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff and students and will also be posted in a common area.

- b) When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- c) In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

Record Keeping

- a) The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- b) All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

Staff Responsibilities and Education

- a) Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.
- b) Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

II. Policy Review and Revision

This policy and its procedures will be reviewed every two years for compliance with state and federal law. Review and revision of these policies and procedures shall occur as needed, but at least every two years.

LEGAL REFS.: **M.G.L. 71:68; 132B**

FIRST AID

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness,

which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.
7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC August 2015

LEGAL REF: M.G.L. 69:8A
Section 363 of Chapter 159 of the Acts of 2000

CROSS REF.: EBCD, Emergency Closings
JL, Student Welfare

JLC, Student Health Services and Requirements

EMERGENCY CLOSINGS

The Superintendent or his or her designee may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent or his or her designee has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent or his or her designee will consider many factors, including the following principle ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

If parents or guardians choose to keep their child or children home because of weather conditions when school is open, students will be counted as absent.

After appropriate consultations by the Superintendent or his or her designee, students, parents/guardians and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings.

LEGAL REFS: M.G.L. 71:4; 71:4A

EMERGENCY CLOSINGS

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principle ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents/guardians and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:4; 71:4A

BUILDINGS AND GROUNDS MANAGEMENT

The Regional School District Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent-Director. They will work with member communities, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that the school is equally well maintained, equipped, and staffed.

The Superintendent-Director will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

Within the school, the building administrator will be responsible for proper care, maintenance, and cleanliness of building, equipment and grounds.

LEGAL REF.: M.G.L. 71:68

BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

VANDALISM

The School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to them and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as they see fit, authority to sign such complaints and to press charges.

Parents/guardians and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

File: ECF

ENERGY CONSERVATION

The District shall promote the wise use of energy, water and other natural resources. To this end, the District shall:

1. Support conservation and efficiency in the use of electricity, gas, oil, water and other resources;

2. Maintain and enhance present resource conservation measures;
3. Develop initiatives to make infrastructure improvements that take advantage of technological advances to conserve resources;
4. Work to educate staff and students about the benefits of and opportunities for resource conservation and the use of alternative sources of energy.

AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Permission to use school equipment may be granted by the Superintendent or their designee upon request by responsible parties or organizations.

School equipment may be used by staff members when the use is related to their school employment and by students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent or their designee to ensure the user's responsibility for, and return of, all school equipment in the same condition as it was when it was released for use.

STUDENT TRANSPORTATION SERVICES

The major purpose of the school district's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

The school district may contract for transportation services. The School Committee will award contracts on a competitive bid basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The Superintendent, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

LEGAL REFS.: M.G.L. 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A; 71B:4; 71B:5; 71B:8; 74:8A; 76:1; 76:12Bi; 76:14; 71:16C

CROSS REF.: EEAA, Walkers and Riders

STUDENT TRANSPORTATION

The transportation policy of this District is aimed at providing a safe and efficient way of transporting all of our students to and from school. Given the rural nature of the towns of Hamilton and Wenham, and that several direct routes to the district's school lack sidewalks, the Hamilton-Wenham Regional School District will provide transportation services in compliance to both statutory requirements and the Hamilton-Wenham Regional School District Agreement.

Policy

1. The Hamilton-Wenham Regional School District will provide transportation services to students if the distance from their residence and the school or the nearest bus stop exceeds the following guidelines:

<u>Grade Level</u>	<u>Distance to School or Bus Stop</u>
K - 2	1/2 mile
3 - 5	3/4 mile
6 - 8	1 mile
9 - 12	1.25 mile

2. Transportation will be provided at the expense of the Hamilton-Wenham Regional School District.
3. Whenever any student must walk one-quarter of a mile or more on a direct route to school that does not have sidewalks, the District may furnish transportation if the situation is considered hazardous. Students who are unable to walk to school for physical or other reasons may be provided with transportation upon a physician's recommendation or such a recommendation which is included as part of a student's, Individual Educational or 504 Plan.
4. If a student wishes to be transported a different destination, requiring a change of bus route, he/she must receive prior permission from his/her school office as the District needs to determine the availability of space on a particular bus.
5. The safety of all student bus rides is of prime importance. Students are charged with the responsibility of conduct which will result in safe transportation, respect for school personnel and respect for other students. Rules for student behavior on buses will be published and enforced.

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.
5. School bus safety instructions for students and parents will be provided each year in all student handbooks.

LEGAL REFS.: M.G.L. 90:7b as amended by Ch. 246 Acts of 1986
M.G.L. 90:1 et seq.; 713:2; 713:7L
Highway Safety Program Standard No. 17

BUS DRIVER EXAMINATION AND TRAINING

The School Committee will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.
3. Only persons who are properly licensed by the state and have completed the driver-training program will be permitted to drive school buses.
4. The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years.
5. The contractor will notify school officials as soon as possible of any change of bus drivers.

LEGAL REFS.: M.G.L. 90:7B; 90:8A; 90:8A ½

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS

The District shall adhere to federal law and Department of Transportation regulations requiring a drug and alcohol-testing program for school bus drivers and commercial vehicle drivers. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

The District will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive.

This program shall comply with the requirements of Federal law and regulations. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

LEGAL REFS.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Part 40 Procedures for Transportation Workplace and Drug and Alcohol
Testing Programs
49C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing
49 C.F.R. Part 391 Qualification of Drivers

STUDENT CONDUCT ON SCHOOL BUSES

The School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents/guardians of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, transportation in private vehicles driven by district staff or employees may be permitted to take students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. Transportation for the activity has the prior approval of the Superintendent or his or her designee.
2. The owner of the vehicle being used in transporting students has filed evidence with the Superintendent that the vehicle is registered with the appropriate state Department of Motor Vehicles and the driver has a valid driver's license.
3. The parents/guardians of students to be transported in this manner has been fully informed as to this means of transportation and signed a statement to this effect.

MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the _____ School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Hamilton-Wenham Regional School District shall erect and maintain in a conspicuous location on school grounds "NO IDLING" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

NO IDLING PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500 FOR SECOND AND SUBSEQUENT OFFENSES M.G.L. C. 90, § 16B AND 540 CMR 27.00

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the _____ School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

LEGAL REFS.: M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

VEHICLE USE

Purpose: To inform all town employees using town owned vehicles of the requirements to use energy and other resources efficiently in order to minimize the cost of operations and to protect and preserve the natural environment. This policy also addresses criteria for vehicle replacement and acquisition.

Policy: It is the policy of Hamilton/ Wenham to continually improve the cost effectiveness and energy efficiency of all town owned vehicles.

Responsibility: It shall be the responsibility of each town's Facilities and Public Works Managers and the HWRSD Facilities Manager to follow this policy and shall be enforced by the Chief Administrative Officer of each entity and /or their designee.

Regarding:

Vehicle Purchases: In accordance with the Green Communities Act, all non-exempt vehicles shall be replaced with vehicles that meet the fuel efficiency ratings* below and as updated by Massachusetts Department of Energy Resources Green Communities Program. The towns will purchase only fuel - efficient vehicles for municipal /school use whenever such vehicles are commercially available and practicable.

- 2 wheel drive car: 29 MPG
- 4 wheel drive car: 24 MPG
- 2 wheel drive small pick up truck: 21 MPG
- 4 wheel drive small pick up truck: 19 MPG
- 2 wheel drive standard pick up truck: 17 MPG
- 4 wheel drive standard pick up truck: 16 MPG
- 2 wheel drive sport utility vehicle: 21 MPG
- 4 wheel drive sport utility vehicle: 18MPG

* Fuel efficiency ratings are derived from a combination of 43% city and 57% highway miles calculated in accordance with the Green Communities Guidance Policy.

Additionally, a cost /benefit analysis will be required before the purchase of all vehicles to include "right sizing", operational needs assessment, cost effectiveness, highest possible fuel efficiency, and a Life Cycle Assessment (LCA.), which will help minimize life cycle costs. A LCA is an investigation and evaluation of the environmental impacts of a given product or service caused or necessitated by its existence.

Vehicle Idling: Town vehicles shall not be left idling when parked or standing unless the engine is required to run power auxiliary functions or as required for proper and efficient use. *All areas around school entrances have been designated as Idle Free Zones. No vehicle, city owned or otherwise, may idle in these areas.*

Hamilton/Wenham will reinforce operator awareness to reduce idling time and to adopt conservation driving habits, when feasible, such as gradual acceleration and strict adherence to speed limits.

Maintenance: Preventative maintenance shall be performed as scheduled and on time to ensure optimal vehicle operation. All vehicles will be inspected monthly to insure proper tire pressure, and oil and coolant levels. The town will purchase ecological products for all vehicles when available and cost efficient. All hazardous materials such as waste oil, lubricants, antifreeze and batteries safely through environmentally responsible practices.

Annual Vehicle Inventory, Monitoring and Verification: The Town Administrator/ Manager shall annually provide the Boards of Selectmen and the CMC with a complete inventory of vehicles, fuel usages, fuel efficiency savings and purchasing plans for the next year. The goal is to reduce energy use /cost by 10% for the next two years and 5% for the following three years.

Employee Programs: Employees will be encouraged to utilize carpools, bicycling, walking, telecommuting and other commuting alternatives whenever possible. The towns will provide necessary means for securing bicycles and preferred parking for carpools and vehicles utilizing hybrid or renewable energy technology.

Employees Suggestions Program: In recognition that each employee is knowledgeable about his or her particular job and is in the best position to make valuable suggestions toward our objective of energy efficiency, employee suggestions concerning energy efficiency will be welcomed and given serious consideration.

Legal Ref: In compliance with Green Community Initiative Criterion 4
<https://www.mass.gov/guides/becoming-a-designated-green-community>

FREE AND REDUCED COST LUNCH

The District will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the District receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committees, no child whom a teacher believes is improperly nourished will be denied a lunch, a healthy snack or other food simply because proper application has not yet been received from his parents/guardians.

As required by state and federal regulations, the School Committee approves a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

LEGAL REFS: 42 U.S. Code-Chapter 13-School Lunch Programs, §§ 1751 – 1769 j, as amended
 42 U.S. Code-Chapter 13A-Child Nutrition, §§ 1771-1793, as amended
 M.G.L. 15:1G; 69:1C; 71:72

MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents/guardians of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents/guardians by setting up an online account (see student handbooks for more details) or by speaking with the school's

food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents/guardians will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents/guardians will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for their review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for family assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

PROPERTY INSURANCE PROGRAM

The Superintendent shall ensure that adequate property and liability insurance is annually reviewed as well as maintained on behalf of the School District.

File: EB

SAFETY PROGRAM

The District is entrusted with providing a safe and healthy learning environment and will take into account a wide range of possible threats and hazards that may impact the school community.

Within a reasonable time period, the District will comply with safety requirements established by governmental authorities and expect that its staff will adhere to recommended safety practices.

The Superintendent will have overall responsibility for the safety program of the District. The Superintendent will ensure that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will be provided in accident prevention as well as fire prevention; emergency procedures; and bus safety.

LEGAL REF.: M.G.L. 71:55C
603 CMR 36.00

~~Adopted: 2/6/14~~
~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that can result in tragic consequences—bodily harm, loss of school time, property damage, legal action, and even fatality. The School Committee will guard against such occurrences by taking precautions to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic; bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school district. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

SOURCE: MASC August 2016

LEGAL REF.: — M.G.L. 71:55C
— 603 CMR 36:00

CROSS REFS.: — EEAE, School Bus Safety Program
— GBGB, Staff Personal Security and Safety
— JHAM, Health Education
— JLI, Student Safety

NOTE: In addition to the subcategories of code EB (all of these file locations relate to safety) there are several other places in the NEPN classification system where policies pertaining to safety may be filed, as indicated by the cross references above.

PEST MANAGEMENT

I. Policy

The Hamilton-Wenham Regional School District is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

Overview and Goals

- a) The Superintendent and the Director of Facilities shall develop and implement an integrated pest management program.
- b) An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- c) Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- d) The integrated pest management program shall strive to:
 1. Reduce any potential human health hazard.
 2. Reduce loss or damage to school structures or property.
 3. Minimize the risk of pests from spreading in the community.
 4. Enhance the quality of facility use for school and community.
 5. Minimize health, environmental and economic risks.

Restrictions on Use of Pesticides and Herbicides

- a) When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
- b) Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

Notification of Pesticide and Herbicide Use

- a) When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff and students and will also be posted in a common area.

1 of 2

Hamilton-Wenham Regional School District

File: EBAB

- b) When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- c) In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

Record Keeping

- a) The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- b) All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

Staff Responsibilities and Education

- a) Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.
- b) Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

II. Policy Review and Revision

This policy and its procedures will be reviewed every two years for compliance with state and federal law. Review and revision of these policies and procedures shall occur as needed, but at least every two years.

LEGAL REFS.: M.G.L. 71:68; 132B

Formatted: Not Highlight

~~Chapter 85 of the Acts of 2000
An Act to Protect Children and Families from Harmful Pesticides."~~

Formatted: Indent: Left: 0", First line: 0"

~~Note: The MISC Reference Manual updates the legal references as shown below:~~

Formatted: Not Highlight

LEGAL REF.: M.G.L. 71:68; 132B

Adopted: 1/22/04

Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

Hamilton-Wenham Regional School District

File: EBB

FIRST AID

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

Hamilton-Wenham Regional School District

File: EBBBG ~~RECODE TO SECTION G (GBGBA)~~

STAFF ACCIDENT REPORTS

The School Committee expects the Superintendent to have a procedure in place that informs staff members of their rights and obligations should an accident or injury occur during working hours.

PLEASE NOTE:

All school personnel who receive any kind of injury on the school premises are required to file a written report of said accident within 24 hours. Forms for this purpose are available at the office of each Principal. Failure to follow this procedure may jeopardize eligibility for Workmen's Compensation. Specific instructions for documenting and filing a workman's compensation claim are located in the Nursing Department Policy and Procedure Manual found in each nursing office and front office of a school.

Adopted: 2/6/14

Reviewed:

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.
7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC August 2015

LEGAL REF: M.G.L. 69:8A
Section 363 of Chapter 159 of the Acts of 2000

CROSS REF.: EBCD, Emergency Closings
JL, Student Welfare
JLC, Student Health Services and Requirements

Hamilton-Wenham Regional School District

EMERGENCY CLOSINGS

The Superintendent or his or her designee may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent or his or her designee has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent or his or her designee will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

~~5. If parents or guardians choose to keep their child or children home because of weather conditions when school is open, students will be counted as absent, although the District understands that the parents' or guardians' decision may be prudent.~~

Formatted: Indent: Left: 0.5", No bullets or

After appropriate consultations by the Superintendent or his or her designee, students, parents/guardians and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings.

LEGAL REFS: M.G.L. 71:4; 71:4A

Adopted: 10/2/11
Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

EMERGENCY CLOSINGS

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principle ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents/guardians and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:4; 71:4A

File: EBCG

EMERGENCY RESPONSE

Formatted: Right

I. Policy

The Hamilton-Wenham Regional School District will have plans in place to respond quickly and appropriately to crisis situations within the schools. Examples of a crisis could include, but are not limited to, criminal acts, disease epidemics, physical injury or death, presence of intruders on school premises, or natural disaster.

The Superintendent shall ensure that proper procedures are in place for all schools. This includes appropriate training, establishment of emergency response teams, consultation and cooperation with community agencies, and publication of emergency procedures.

The Hamilton-Wenham Regional School District shall have, and annually update, a crisis response manual. Following any crisis incident, the administration shall review the effectiveness of the response and if necessary make changes and notify the School Committee.

II Review and Revision

Review and revision of this policy shall occur as needed, but at least every two years.

LEGAL REFS.: Section 363 of Chapter 159 of the Acts of 2000—Multi Hazard evacuation plans
Section 1 of Chapter 77 of the Acts of 2012—Medical emergency response plans

Formatted: Right, Indent: Left: 0", First line: 0"

Formatted: Right

Adopted: 10/18/12
Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

File: EC

BUILDINGS AND GROUNDS MANAGEMENT

The Regional School District Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent-Director. They will work with member communities, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that the school is equally well maintained, equipped, and staffed.

The Superintendent-Director will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

Within the school, the building administrator will be responsible for proper care, maintenance, and cleanliness of building, equipment and grounds.

LEGAL REF.: M.G.L. 71:68

SOURCE: ~~—~~ MASC

Hamilton-Wenham Regional School District

File: ECA

Formatted: Right

BUILDINGS AND GROUNDS SECURITY

The Superintendent and his or her designee will assure that reasonable procedures are in place to ensure the security of the buildings and occupants at all times.

Security requires not only maintenance of a secure building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The School Committee expects the District to cooperate with fire and law enforcement departments and with insurance company inspectors.

Adopted: 3/20/14

Reviewed:

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

File: ECA

BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

SOURCE: MASC August 2016

Hamilton-Wenham Regional School District

File: ECAC

VANDALISM

The School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to them and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as they see fit, authority to sign such complaints and to press charges.

Parents/guardians and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

SOURCE: ~~MASC~~

Hamilton-Wenham Regional School District

File: ECAF

SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC

Adopted: August 2015

Hamilton-Wenham Regional School District

File: ECF

ENERGY CONSERVATION

The District shall promote the wise use of energy, water and other natural resources. To this end, the District shall:

1. Support conservation and efficiency in the use of electricity, gas, oil, water and other resources;
2. Maintain and enhance present resource conservation measures;
3. Develop initiatives to make infrastructure improvements that take advantage of technological advances to conserve resources;
4. Work to educate staff and students about the benefits of and opportunities for resource conservation and the use of alternative sources of energy.

~~Adopted: 6/5/44~~
~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: EDB

MAINTENANCE AND CONTROL OF EQUIPMENT

~~The Superintendent shall ensure that equipment, including any vehicles owned by the School District, is periodically inspected and maintained in good working order. The Superintendent may place reasonable restrictions on equipment use.~~

~~Adopted: 1/6/14~~

~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Permission to use school equipment may be granted by the Superintendent or ~~their his/her~~ designee upon request by responsible parties or organizations.

Formatted: Not Highlight

School equipment may be used by staff members when the use is related to their school employment and by students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent or ~~their his or her~~ designee to ensure the user's responsibility for, and return of, all school equipment in the same condition as it was when it was released for use.

Formatted: Not Highlight

Note: The MASC Reference does not include the highlighted "or his or her designee", but if it did, it would read "or their designee" as the Reference Manual uses the third person plural as a standard

Formatted: Not Highlight

Adopted: 3/20/14
Reviewed:

SOURCE: Hamilton-Wenham

File: EDD

MAINTENANCE RECORDS

~~To assure compliance with equipment contracts, the School Committee expects the Superintendent to establish procedures for maintaining adequate maintenance records.~~

~~Such records shall be kept in accordance with State and local laws and regulations and with good management practice.~~

~~Adopted: 1/6/14~~

~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: EEA

STUDENT TRANSPORTATION SERVICES

The major purpose of the District's transportation service is to aid students in getting to and from school in an efficient, safe, and economical manner.

The District contracts for transportation services. Contracts are awarded on a competitive bid basis by the District. Bus contractors and taxi contractors, who will be held responsible for the safe operation of transportation services, will comply with all applicable state laws and regulations, including but not limited to: governing buses, drivers, inspections and licensing.

The Superintendent or his or her designee, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

LEGAL REFS: — M.G.L. 71:7A, B and C; 71:68; 71B:5; 71B:8; 74:8A; 76:1; 76:12B+
603-CMR-51.00 (Criminal History Checks for School Employees)
M.G.L. Chapter 71, § 38R
McKinney-Vento Homeless Assistance Act

Adopted: 1/26/10
Reviewed: 4/17/14

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

STUDENT TRANSPORTATION SERVICES

The major purpose of the school district's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

The school district ~~will~~ may contract for transportation services. The School Committee will award contracts on a competitive bid basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The Superintendent, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

~~SOURCE: MASC~~

LEGAL REFS.: M.G.L. 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A; 71B:4; 71B:5; 71B:8; 74:8A; 76:1; 76:12B; 76:14; 71:16C

CROSS REF.: EEAA, Walkers and Riders

~~NOTE: For additional information, refer to Guidelines to School Transportation Services in Massachusetts, published by the Department of Education in 1975.~~

~~NOTE: Regional school districts should refer to M.G.L. 71:16C before formulating a policy in this area.~~

~~Special publications that offer procedures and informational details can be referred to as a source of additional information, as in the policy above.~~

STUDENT TRANSPORTATION

The transportation policy of this District is aimed at providing a safe and efficient way of transporting all of our students to and from school. Given the rural nature of the towns of Hamilton and Wenham, and that several direct routes to the district's school lack sidewalks, the Hamilton-Wenham Regional School District will provide transportation services in compliance to both statutory requirements and the Hamilton-Wenham Regional School District Agreement.

Policy

1. The Hamilton-Wenham Regional School District will provide transportation services to students if the distance from their residence and the school or the nearest bus stop exceeds the following guidelines:

<u>Grade Level</u>	<u>Distance to School or Bus Stop</u>
K - 2	1/2 mile
3 - 5	3/4 mile
6 - 8	1 mile
9 - 12	1.25 mile

2. Transportation will be provided at the expense of the Hamilton-Wenham Regional School District.

~~3. During those times that kindergarten students are dismissed separately from other elementary students, the District will make every attempt to provide transportation to an area as close as possible to that student's destination.~~

~~5.3~~ Whenever any student must walk one-quarter of a mile or more on a direct route to school that does not have sidewalks, the District may furnish transportation if the situation is considered hazardous. Students who are unable to walk to school for physical or other reasons may be provided with transportation upon a physician's recommendation or such a recommendation which is included as part of a student's, Individual Educational or 504 Plan.

~~6.4~~ If a student wishes to be transported a different destination, requiring a change of bus route, he/she must receive prior permission from his/her school office as the District needs to determine the availability of space on a particular bus.

~~7.5~~ The safety of all student bus rides is of prime importance. Students are charged with the responsibility of conduct which will result in safe transportation, respect for school personnel and respect for other students. Rules for student behavior on buses will be published and enforced.

File: EEAA

Procedures and Financial Implications

- ~~— This policy will be distributed to all the parents or guardians of all children upon their entering the district.~~
- ~~1. There are financial implications associated with this policy. The cost of transporting students is tied to the contractual agreements negotiated with the transportation company(ies) used by the District.~~

Sources and Review

~~This policy replaces the "Transportation Policy" adopted by the School Committee on June 17, 1982. Text for the current policy was drawn from M.G. L. c. 71 & 16C, which addresses transportation by regional school districts, the Hamilton-Wenham Regional School District Agreement Document, and review of current practices within the District.~~

~~This policy should be reevaluated by the School Committee's Policy Subcommittee very three years.~~

~~Adopted: 6/17/82
Reviewed: 2/18/99~~

~~SOURCE: Hamilton-Wenham~~

2 of 2

Hamilton-Wenham Regional School District

WALKERS AND RIDERS

~~Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws. Reimbursement to the school district for transportation costs is given by the Commonwealth, subject to appropriation, only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided.~~

~~Additionally, the Committee will provide transportation for students as follows:~~

~~Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent.~~

~~Grades 1–3: Students living more than one mile from school.~~

~~Grades 4–6: Students living more than one and one half miles from school.~~

~~Grades 7–12: Students living more than two miles from school.~~

~~Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.~~

~~SOURCE: MASC August 2016~~

~~LEGAL REFS.: M.G.L. 40:5; 71:7A; 71:68; 71B:5~~

~~CROSS REF.: EEA, Student Transportation Services~~

~~**NOTE:** The cross reference is to a related policy in this manual. Depending on the content of a policy on walkers and riders, additional legal references may be necessary. Only the most important references were cited above. Review the legal citations at EEA for possible addition to any local policy adopted at this code.~~

File: EEAB

Formatted: Right

**TRANSPORTATION FOR STUDENTS ELIGIBLE
FOR SPECIAL EDUCATION SERVICES**

The Office of the Director of Student Services coordinates Special Education students' transportation needs and services. The determination about transportation and services is part of a special education student's annual Team Meeting. The Team will make all decisions in full compliance with state and federal regulations for specific requirements of team transportation determination.

The Superintendent shall seek reimbursement for transportation costs from the Commonwealth to the full extent allowed by law.

LEGAL REF.: 603 CMR 28.05(5)

Adopted: 6/19/14

Reviewed:

SOURCE: Hamilton-Wenham

~~File: EEAE~~

~~SCHOOL BUS SAFETY PROGRAM~~

~~The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:~~

- ~~0. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.~~
- ~~0. Emergency evacuation drills will be conducted at least twice a year, preferably in the afternoon, to acquaint student riders with procedures in emergency situations. The District will conduct practice in front and rear door evacuations, at the start of the school year after routes are established and consistent. Drills will be conducted again during the spring.~~
- ~~0. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.~~
- ~~0. As required by state law, classroom instruction on school bus safety will be provided three times per year. This instruction should cover all topics discussed in the "Safe Riders Handbook" and should take place the first week of the school year, the period between the month of September and January, and the period between the month of January and the end of the school year.~~
- ~~0. School bus safety instructions for students and parents will be provided each year in all student handbooks.~~

~~LEGAL REFS.: M.G.L. 90:1 et seq.;
Highway Safety Program Standard No. 17: Pupil Transportation Safety~~

~~Adopted: 4/17/14
Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: EEAE

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.
5. School bus safety instructions for students and parents will be provided each year in all student handbooks.

Formatted: Indent: Left: 0", First line: 0"

~~SOURCE: MASC~~

LEGAL REFS.: M.G.L. 90:7b as amended by Ch. 246 Acts of 1986
M.G.L. 90:1 et seq.; 713:2; 713:7L
Highway Safety Program Standard No. 17

Hamilton-Wenham Regional School District

File: EEAEA

BUS DRIVER EXAMINATION AND TRAINING

The School Committee will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.
3. Only persons who are properly licensed by the state and have completed the driver-training program will be permitted to drive school buses.
4. The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years.
5. The contractor will notify school officials as soon as possible of any change of bus drivers.

SOURCE: ~~MASC August 2016~~

LEGAL REFS.: M.G.L. 90:7B; 90:8A; 90:8A ½

Hamilton-Wenham Regional School District

File: EEAEA-1

**DRUG AND ALCOHOL TESTING FOR SCHOOL BUS
AND COMMERCIAL VEHICLE DRIVERS**

The District shall adhere to federal law and Department of Transportation regulations requiring a drug and alcohol-testing program for school bus drivers and commercial vehicle drivers. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

The District will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive.

This program shall comply with the requirements of Federal law and regulations. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

SOURCE: ~~MASC August 2016~~

LEGAL REFS.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Part 40 Procedures for Transportation Workplace and Drug and Alcohol
Testing Programs
49C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing
49 C.F.R. Part 391 Qualification of Drivers

Hamilton-Wenham Regional School District

File: EEAEC (also JICC)

STUDENT CONDUCT ON SCHOOL BUSES

The School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents/guardians of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges, ~~in accordance with regulations approved by the School Committee.~~

~~SOURCE: — MASC~~

~~NOTE: The coding of this statement indicates that the identical policy is filed in the J (Student) section.~~

File: EEAEF

Formatted: Right

**PASSING A SCHOOL BUS ON SCHOOL PROPERTY WHILE IT IS LOADING OR
DISCHARGING STUDENTS**

While school buses or vehicles designated as such are loading or discharging students in school yards, the driver will illuminate the flashing red lights.

While these lights are on, no vehicle is permitted to pass the school bus or buses.

Staff members and bus drivers are not allowed to direct vehicles to pass school buses while the flashing red lights are illuminated.

In the event that a police officer or Registry of Motor Vehicles officer is present, the bus driver at the direction of the on-site officer may shut off the flashing red lights. The officer may direct vehicle traffic to pass a bus while it is loading or discharging students. This is the only time vehicles are allowed to pass a school bus while it is loading or discharging students.

Adopted:—6/5/14

Reviewed:

SOURCE: Hamilton-Wenham

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, transportation in private vehicles driven by district staff or employees may be permitted to take students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. Transportation for The activity has the prior approval of the Superintendent or his or her designee.
2. The owner of the vehicle being used in transporting students has filed evidence with the Superintendent that the vehicle is registered with the Massachusetts appropriate state Department of Motor Vehicles and the driver has a valid driver's license.
- 2.3. The parents/guardians of students to be transported in this manner has been fully informed as to this means of transportation and signed a statement to this effect.

Formatted: Font color: Auto

Formatted: Font color: Black

Formatted: Left, Indent: Left: 0.5", No bullets or numbering

Adopted: 9/18/14

Reviewed:

SOURCE: Hamilton-Wenham

File: EEAG

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. ~~The activity has the approval of the Superintendent of Schools.~~
2. ~~The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of \$100,000—\$300,000 or more.~~
3. ~~The parents/guardians of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.~~

SOURCE: ~~MASC~~

VEHICLE IDLING ON SCHOOL GROUNDS POLICY

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Hamilton-Wenham Regional School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Hamilton-Wenham Regional School District shall erect and maintain in a conspicuous location on school grounds "No Idling" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet. The wording on the signage shall be in accordance with M.G.L. c. 90, § 16B and 540 CMR 27.00

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Hamilton-Wenham Regional School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

Policy Review and Revision

Review and revision of these policies and procedures shall occur as needed, but at least every two years.

LEGAL REFS.: M.G.L. c. 71:37H, c. 90:16B
540 CMR 27.00

Adopted: 5/6/10
Reviewed: 3/6/14

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

File: EEAJ

MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the _____ School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Hamilton-Wenham Regional School District shall erect and maintain in a conspicuous location on school grounds "NO IDLING" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

NO IDLING PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500 FOR SECOND AND SUBSEQUENT OFFENSES M.G.L. C. 90, § 16B AND 540 CMR 27.00

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the _____ School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

LEGAL REFS.: M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

SOURCE: MASC 2010

Hamilton-Wenham Regional School District

VEHICLE USE

Purpose: To inform all town employees using town owned vehicles of the requirements to use energy and other resources efficiently in order to minimize the cost of operations and to protect and preserve the natural environment. This policy also addresses criteria for vehicle replacement and acquisition.

Policy: It is the policy of Hamilton/ Wenham to continually improve the cost effectiveness and energy efficiency of all town owned vehicles.

Responsibility: It shall be the responsibility of each town's Facilities and Public Works Managers and the HWRSD Facilities Manager to follow this policy and shall be enforced by the Chief Administrative Officer of each entity and /or their designee.

Regarding:

Vehicle Purchases: In accordance with the Green Communities Act, all non-exempt vehicles shall be replaced with vehicles that meet the fuel efficiency ratings* below and as updated by Massachusetts Department of Energy Resources Green Communities Program. The towns will purchase only fuel - efficient vehicles for municipal /school use whenever such vehicles are commercially available and practicable.

- 2 wheel drive car: 29 MPG
- 4 wheel drive car: 24 MPG
- 2 wheel drive small pick up truck: 21 MPG
- 4 wheel drive small pick up truck: 19 MPG
- 2 wheel drive standard pick up truck: 17 MPG
- 4 wheel drive standard pick up truck: 16 MPG
- 2 wheel drive sport utility vehicle: 21 MPG
- 4 wheel drive sport utility vehicle: 18MPG

* Fuel efficiency ratings are derived from a combination of 43% city and 57% highway miles calculated in accordance with the Green Communities Guidance Policy.

Additionally, a cost /benefit analysis will be required before the purchase of all vehicles to include "right sizing", operational needs assessment, cost effectiveness, highest possible fuel efficiency, and a Life Cycle Assessment (LCA.), which will help minimize life cycle costs. A LCA is an investigation and evaluation of the environmental impacts of a given product or service caused or necessitated by its existence.

Vehicle Idling: Town vehicles shall not be left idling when parked or standing unless the engine is required to run power auxiliary functions or as required for proper and efficient use. *All areas around school entrances have been designated as Idle Free Zones. No vehicle, city owned or otherwise, may idle in these areas.*

File: EEBA

Hamilton/Wenham will reinforce operator awareness to reduce idling time and to adopt conservation driving habits, when feasible, such as gradual acceleration and strict adherence to speed limits.

Maintenance: Preventative maintenance shall be performed as scheduled and on time to ensure optimal vehicle operation. All vehicles will be inspected monthly to insure proper tire pressure, and oil and coolant levels. The town will purchase ecological products for all vehicles when available and cost efficient. All hazardous materials such as waste oil, lubricants, antifreeze and batteries safely through environmentally responsible practices.

Annual Vehicle Inventory, Monitoring and Verification: The Town Administrator/ Manager shall annually provide the Boards of Selectmen and the CMC with a complete inventory of vehicles, fuel usages, fuel efficiency savings and purchasing plans for the next year. The goal is to reduce energy use /cost by 10% for the next two years and 5% for the following three years.

Employee Programs: Employees will be encouraged to utilize carpools, bicycling, walking, telecommuting and other commuting alternatives whenever possible. The towns will provide necessary means for securing bicycles and preferred parking for carpools and vehicles utilizing hybrid or renewable energy technology.

Employees Suggestions Program: In recognition that each employee is knowledgeable about his or her particular job and is in the best position to make valuable suggestions toward our objective of energy efficiency, employee suggestions concerning energy efficiency will be welcomed and given serious consideration.

Legal Ref: In compliance with Green Community Initiative Criterion 4
<https://www.mass.gov/guides/becoming-a-designated-green-community>

Adopted: 2/27/12
Reviewed:

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

~~File: EF~~

FOOD SERVICE PROGRAM

~~The District shall maintain a food service program to provide well-balanced meals to all its students. The District participates in the National School Lunch Program to provide free and reduced price lunches to eligible students. The Superintendent shall ensure that the food services program conforms to all applicable federal and state laws and regulations and that notice of program eligibility guidelines and applications for free and reduced price meals are made available to all members of the school community.~~

~~The Nursing Coordinator will work with the Food Services Supervisor to accommodate those students with documented dietary restrictions who have a nursing health care plan.~~

~~LEGAL REFS.: 42 U.S. Code Chapter 13 School Lunch Programs, §§ 1751-j, as amended
42 U.S. code Chapter 13A Child Nutrition, §§ 1771-1793, as amended
Child Nutrition Programs administered by MA DESE~~

~~Adopted: 6/5/14
Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: EF-1

FOOD SERVICE MANAGEMENT

The District will employ appropriate personnel to manage the operation of the food service program in accordance with state and local laws and regulations.

The Food/Service Director shall assign personnel and other resources as required to provide cafeterias at each school that serve lunches to students as required by state laws and regulations. He/she shall also develop procedures and accounting practices to ensure that the food services program receives maximum financial assistance from state and federal sources so that costs to students can be kept at a minimum.

Charges shall be consistent with state laws and regulations to make the school lunch program as self-supportive as possible.

Adopted: 6/5/14

Reviewed:

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

File: EFC

FREE AND REDUCED COST LUNCH

The District will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the District receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committees, no child whom a teacher believes is improperly nourished will be denied a lunch, a healthy snack or other food simply because proper application has not yet been received from his parents/guardians.

As required by state and federal regulations, the School Committee approves a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

LEGAL REFS: 42 U.S. Code-Chapter 13-School Lunch Programs, §§ 1751 – 1769 j, as amended
 42 U.S. Code-Chapter 13A-Child Nutrition, §§ 1771-1793, as amended
 M.G.L. 15:1G; 69:1C; 71:72

~~Adopted: 6/5/14~~
~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: EFC

FREE AND REDUCED PRICE FOOD SERVICES

The school district will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from their parents or guardians.

As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

SOURCE: MASC August 2016

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)
Child Nutrition Act of 1966
P.L. 89-642, 80 Stat. 885, as amended
M.G.L. 15:1G; 15:1L; 69:1C; 71:72

Hamilton-Wenham Regional School District

MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents/guardians of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents/guardians by setting up an online account (see student handbooks for more details) or by speaking with the school's

File: EFD

food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents/guardians will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents/guardians will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for their review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for family assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC July 2018

2 of 2

Hamilton-Wenham Regional School District

File: EIA

PROPERTY INSURANCE PROGRAM

The Superintendent shall ensure that adequate property and liability insurance is annually reviewed as well as maintained on behalf of the School District.

Adopted: 1/6/11
Reviewed:

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2849

Voucher Date: 12/20/2019

Prepared By:

Donald Gallant

Printed: 12/18/2019 11:24:55 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$21,474.09 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Russell H. Hager
Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
701 CAFETERIA FUNDS	\$21,474.09
	\$21,474.09

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2850

Voucher Date: 12/20/2019

Prepared By:

Donald Gallant
Printed: 12/18/2019 11:34:51 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$369,627.13 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Michelle Lopez
Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$351,988.32
100	PRIOR YEAR ENCUMBRANCES	\$7.73
202	REVOLVING FUNDS	\$437.90
205	ATHLETIC/EXTRA CURR REVOLVING	\$1,876.52
402	STATE GRANTS FY EVEN YEARS	\$58.79
502	PRIVATE GRANTS & GIFTS	\$15,257.87
		\$369,627.13

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2851

Voucher Date: 12/20/2019

Prepared By:

Donald Gallant

Printed: 12/18/2019 11:43:00 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$119,440.92 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant

Donald Gallant

District Treasurer

Kevin Mahoney

Assistant District Treasurer

Michelle Hogan

Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$72,314.74
202	REVOLVING FUNDS	\$1,986.47
205	ATHLETIC/EXTRA CURR REVOLVING	\$7,235.96
402	STATE GRANTS FY EVEN YEARS	\$567.00
452	CAPITAL PROJECT FY19/FY20	\$37,336.75
		\$119,440.92

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1030

Voucher Date: 12/20/2019

Prepared By: *Dorinda Gallant*

Printed: 12/18/2019 12:57:29 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$60,195.59 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Dorinda Gallant
Dorinda Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Michelle Morgan
Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$60,195.59
	\$60,195.59

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 14

Voucher Date: 12/20/2019

Prepared By:

Donald Gallant

Printed: 12/18/2019 01:04:22 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$5,394.39 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald Gallant

District Treasurer

Kevin Mahoney

Assistant District Treasurer

Vincent Leone
Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$4,507.16
202	REVOLVING FUNDS	\$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$0.00
301	TITLE I	\$563.08
302	94-142 IDEA 240	\$0.00
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$324.15
701	CAFETERIA FUNDS	\$0.00
		\$5,394.39

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1029

Voucher Date: 12/20/2019

Prepared By: Donald Gallant

Printed: 12/18/2019 12:46:52 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$792,315.82 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney Assistant District Treasurer

Michelle Horgan
Designee School Committee Member

Vincent Leone Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$792,315.82
	<u>\$792,315.82</u>

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2847

Voucher Date: 12/05/2019

Prepared By:

N. Capozzi
Printed: 12/09/2019 10:02:24 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$37,700.75 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Michelle Morgan
Designee

School Committee Member

Vincent Leone
Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$37,700.75
	\$37,700.75

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2848

Voucher Date: 12/09/2019

Prepared By:

W. Capozzi
Printed: 12/09/2019 10:13:29 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$2,091.94 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney Assistant District Treasurer

Michelle Hogan
Designee School Committee Member

Vincent Leone
Vincent Leone Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$2,091.94
	\$2,091.94

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2853

Voucher Date: 12/20/2019

Prepared By:

W. Capozzi
Printed: 12/20/2019 09:47:30 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$67.07 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

Michelle A. Gogan
Designee School Committee Member

Vincent Leone Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$67.07
	\$67.07

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 15

Voucher Date: 01/03/2020

Prepared By:

Donna M. Burt

Printed: 12/31/2019 11:18:55 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$3,003.82 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald Gallant District Treasurer

Kevin Mahoney Assistant District Treasurer

Michelle H. Hagan
Designee School Committee Member

Vincent Leone Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$2,716.16
202	REVOLVING FUNDS	\$0.00
301	TITLE I	\$287.66
302	94-142 IDEA 240	\$0.00
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$0.00
701	CAFETERIA FUNDS	\$0.00
		\$3,003.82

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1032

Voucher Date: 01/03/2020

Prepared By:

Donald Gallant

Printed: 12/31/2019 11:11:12 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$784,894.28 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant

Donald Gallant

District Treasurer

Kevin Mahoney

Assistant District Treasurer

Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$784,894.28
	\$784,894.28

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2855

Voucher Date: 01/03/2020

Prepared By:

Donald Gallant

Printed: 12/31/2019 09:10:16 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$37,543.70 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Vincent Leone
Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$35,184.85
205	ATHLETIC/EXTRA CURR REVOLVING	\$2,292.35
402	STATE GRANTS FY EVEN YEARS	\$66.50
		\$37,543.70

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2854

Voucher Date: 01/03/2020

Prepared By:

Donald Gallant

Printed: 12/31/2019 09:03:47 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$267,036.19 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Michelle Gorgas
Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. &
Admin.

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$261,854.41
205	ATHLETIC/EXTRA CURR REVOLVING	\$2,913.78
303	TITLE IIA	\$800.00
309	TITLE IIA: HW/SALEM INTEGRATION TECH	\$1,468.00
		\$267,036.19

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1031

Voucher Date: 12/30/2019

Prepared By:

Donald Gallant

Printed: 12/30/2019 12:27:06 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$364,204.46 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Nichelle Morgan
Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. &
Admin.

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$364,204.46
	\$364,204.46

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2852

Voucher Date: 12/18/2019

Prepared By:

N. Capozzi

Printed: 12/19/2019 08:37:07 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$300.11 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Michelle Hogan
Designee

School Committee Member

Vincent Leone
Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$300.11
	\$300.11

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1254

Voucher Date: 12/20/2019

Prepared By:

W. Copozzi
Printed: 12/23/2019 10:39:30 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$300.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Richie Brown
Designee

School Committee Member

Vincent Leone
Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$300.00
	\$300.00

**The Hamilton Wenham Regional School District
School Committee Executive Session Meeting
Buker Elementary School
Wednesday, July 31, 2019**

Present:

Gene Lee (6:30pm arrival)
Michelle Horgan, Assistant Secretary
David Polito, Chairperson
Michelle Bailey
Stacey Metternick, Secretary
Peter Wolczik

Also Present:

Dr. Julie Kukenberger, Superintendent
Mahala Lettvin, Recording Secretary

Dr. Julie Kukenberger recommends that the School Committee appoint **Vincent Leone**, *Director of Accounting & Payroll*, as the replacement to Jeffery Sands, former *Assistant Superintendent for Finance & Administration*. Dr. Kukenberger speaks about redefining roles and responsibilities with the overall goal of the District moving toward more sustainability.

Discussion: position title change, candidate pool for *Assistant Superintendent* role, qualifications of candidate Vincent Leone, reporting structure, salary adjustments for position, support role beneath Assistant Superintendent position, position sustainability, etc.

Dr. Kukenberger recommends that the School Committee appoint **Thomas Geary** to the *Director of Facilities, Maintenance, and Operations* position.

Discussion: candidate pool, attracting sufficient pool for position, changes made to requirements (*preferred* rather than *required* to attract a more diverse and relevant skill set), salary range, Mr. Geary's experience/qualifications, other changes to position (addition of safety, security, transportation), salary negotiation, contract negotiation, etc.

Gene Lee enters the meeting at 6:28 pm.

Discussion regarding terms of both contracts and strategy moving forward. Dr. Kukenberger and the School Committee discuss benefits of 5 year contracts - (1) to encourage stability and (2) to encourage short/long term goal development and fulfillment. Further discussion comparing 5-year contracts to 3-year contracts, including detailed discussion regarding previous attempts to buy out contracts, fiscal responsibility of District, risks of redundant positions, annual performance reviews, decisions on salaries and lengths of contract for each position.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE DIRECT DR. JULIE KUKENERGER TO ENTER INTO NEGOTIATIONS WITH VINCENT LEONE TO SECURE A 5- YEAR CONTRACT FOR THE POSITION OF ASSISTANT SUPERINTENDENT FOR FINANCE & ADMINISTRATION, WITH AN ANNUAL SALARY NOT TO EXCEED \$150,000; AND FURTHER FOR DR. JULIE KUKENBERGER TO ENTER INTO NEGOTIATIONS WITH THOMAS GEARY TO SECURE A 3-4 YEAR CONTRACT, WITH THE OPTION TO EXTEND AN ADDITIONAL YEAR PENDING PERFORMANCE AT THE END OF YEAR ONE, FOR THE POSITION OF DIRECTOR OF FACILITIES, MAINTENANCE, & OPERATIONS, WITH AN ANNUAL SALARY NOT TO EXCEED \$120,000.

MOTION by Stacey Metternick

David Polito: Yes;

Michelle Bailey: Yes;

Stacey Metternick: Yes;

Gene Lee: Yes;

Peter Wolczik: Yes.

Unanimously approved by 6 members present, via roll call vote.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN
EXECUTIVE SESSION AT 6:40PM AND RETURN TO OPEN MEETING.**

MOTION by Michelle Horgan.

David Polito: Yes;

Michelle Bailey: Yes;

Stacey Metternick: Yes;

Gene Lee: Yes;

Peter Wolczik: Yes.

Unanimously approved by 6 members present, via roll call vote.

Respectfully submitted August 7, 2019 by Mahala Lettvin, Recording Secretary.