

**The Hamilton Wenham Regional School District  
School Committee Meeting  
Buker Elementary School Multi-Purpose Room  
Thursday, January 16, 2020 7:00 PM**

**Present:**

Michelle Bailey, Vice Chairperson  
Tai Pryjma, Interim Term 12/19-04/20  
Gene Lee  
Michelle Horgan  
David Polito, Chairperson (late arrival)  
Stacey Metternick, Secretary  
Peter Wolczik

**Also Present:**

Dorothy Presser, MASC Representative  
Mahala Lettvin, Recording Secretary  
Thomas Kaine, Student Government Representative

**1) Call to Order**

7:00 PM

Michelle Bailey, Vice Chairperson, calls the meeting to order at 7:05 pm.

**2) Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

**3) Citizens' Comments**

None.

**4) Discuss the Superintendent Search with MASC Consultant**

A. Hear report from focus groups and survey responses [Exhibit](#)

Ms. Presser, MASC, reviews the results from the *Hamilton Wenham Superintendent Search: Focus Group and Survey Summary*, as detailed in the [Exhibit](#).

Mr. Wolczik asks Ms. Presser if it seemed as though the community felt excluded from the district's decision making processes. Ms. Presser explains that the question asked of the community focused on their vision for the future; not necessarily about past experiences.

Ms. Metternick seeks confirmation that tonight's meeting is being broadcast live, with HWCAM confirming this.

Mr. Polito seeks further explanation on the focus group attendees. Discussion regarding the number of attendees, diversity, accessibility, etc.

Mr. Polito seeks further explanation regarding online survey respondents, asking how the survey was made available. Ms. Presser explains that the survey was open to everybody. There were a total of 126 respondents, and further demographic data on these respondents is available.

Discussion regarding online survey questions, with Ms. Presser explaining that some questions were multiple choice while others were open ended. Discussion regarding how open ended

comments translated into the report, with Ms. Presser explaining that she reviewed answers, identified common themes, and included the more prevalent themes in the report.

Mr. Polito notes that he is surprised that the term “out of the box curricula” emerged as a common theme, as the term is very specific. Ms. Presser explains that this theme was regarding one school in particular. Discussion regarding survey responses regarding superintendent’s responsibility in educational curriculum, as well as increasing diversity.

B. Community input hearing on the leadership profile

No input; no community members are present.

C. Discuss and approve the qualifications and selection criteria

Ms. Bailey clarifies that the School Committee is tasked with identifying and approving 5-6 of the proposed selection criteria (as detailed on page 6 of the [School Committee packet](#)). Mr. Lee asks for further explanation regarding the purpose of approving selection criteria, with Ms. Presser explaining that though they are not legally binding, the proposed selection criteria would be used in communications/advertisements regarding the position, as well as guidance for Screening Committee members when considering candidates.

Discussion regarding whether specific criteria are common knowledge or not. Ms. Presser clarifies that the selection criteria serve as a foundation to assess candidates’ baseline skillset, adding that interviews and further discussion would reveal candidates’ unique skills and approaches to leadership. Discussion regarding skills, qualifications, experiences, and approaches to leadership required for the position, possible redundancy with respect to Special Education, usefulness of public policy qualification, etc.

Discussion surrounding whether the qualifications and selection criteria succeed in communicating the needs of the district and what the School Committee hopes to find in a Superintendent. Committee members engage in lengthy and productive conversations to identify the selection criteria most accurately representing the district’s leadership needs.

Lengthy discussion regarding “identify good teaching” as a selection criterion. Many feel this language is highly objective, while others believe the open-endedness will be beneficial in getting to know how candidates approach education and their leadership style. School Committee members agree to change the language to more accurately reflect the desired qualification/skill: *fosters a culture that supports educators to perform at their highest level.*

School Committee members reach consensus: the following selection criteria will be used:

1. Communication skills that reflect a dynamic and accessible leader with a leadership style that is visible and inclusive;
2. Knowledge and experience in budgeting and capital planning with fiscal development, implementation, and oversight, and communication of budget issues to the public;
3. Demonstrated success in improving and maintaining high academic performance;
4. Fosters a culture that supports educators to perform at their highest level;
5. Demonstrated knowledge of Special Education programming and its administrative elements;
6. Capacity for innovative thinking and openness to new approaches to teaching and learning.

Ms. Presser will revise selection criteria based on tonight's discussion, consulting with Ms. Bailey before finalizing.

D. Review materials in advertising, including community profile

School Committee members review the hard-copy advertisement provided by Ms. Presser. As the School Committee previously agreed to not print hard copy brochures for this purpose, the advertisement has been designed for optimization on digital platforms.

Discussion regarding advertised salary, budgeted amount for salary, pros/cons of specifying a salary versus "salary to be negotiated," "salary commensurate with experience," or another variation of this language. Ms. Presser states about 90% of districts decide to include a specific salary range. School Committee members reach consensus: the advertisement will specify the salary range of \$180,000 - \$195,000.

Discussion regarding typos, formatting of document, accurate titles of district personnel, and other edits. Ms. Presser will make these changes, add pictures, and then collaborate with Ms. Bailey in finalizing the document before online publication (by next Wednesday, 01/22/2020).

E. Approve charge for the Screening Committee

Exhibit

Discussion regarding draft of Screening Committee's charge, as shown in the Exhibit. School Committee members reach consensus: the Screening Committee chair is to be selected by the members of the Screening Committee.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CHARGE FOR THE SUPERINTENDENT SCREENING COMMITTEE, AS DETAILED IN THE ATTACHED EXHIBIT.**

**MOTION by Stacey Metternick; SECONDED by Michelle Horgan.  
Unanimously approved by 7 members present.**

F. Discussion of the selection of the Screening Committee members

Exhibit

Ms. Bailey notes that there are a number of interesting aspects about the Screening Committee candidates. Specifically, the Teachers Union president has communicated his strong desire to serve on the Screening Committee. He has further requested that he not fill one of the spots designated for high school teachers. In addition, the Teachers Union communicated their belief that staff is under-represented in the Screening Committee category. Discussion regarding Union President's request, potential implications, designation and complexities inherent in grouping, etc.

Ms. Bailey details the application process, including the number of applicants from each of the categories previously defined by the School Committee (i.e parents, teachers, principal, central office staff, community members, etc). Discussion regarding purpose of defined categories in the interest of ensuring a broad range of voices, applicants falling in more than one category, equity and balance in determining/defining each category, number of members in categories, applicant demographics, ideal number of members to comprise the Screening Committee (Ms. Presser recommends no more than 14), selecting teachers spanning all grade levels/schools, Union President's request, member selection process, etc.

Ms. Bailey will communicate with Union President, John Koch regarding the applicant who is

both a teacher and a community member. Discussion regarding intention in creating the categories to comprise the Screening Committee

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ALLOW 1 (ONE) PARENT TO SERVE IN PLACE OF 1 (ONE) COMMUNITY MEMBER ON THE SCREENING COMMITTEE, THIS WILL THEN REFLECT THE FOLLOWING COMPOSITION: 4 PARENTS, 3 TEACHERS, 1 PRINCIPAL, 1 CENTRAL OFFICE STAFF, AND 3 TEACHERS [SIC] COMMUNITY MEMBERS.**

**MOTION by Michelle Bailey; SECONDED by Stacey Metternick  
Approved by 6 members; Opposed by 1 member, David Polito.  
MOTION PASSES**

Ms. Bailey will email School Committee members later today with the applicant names and submissions.

Discussion regarding random versus strategic method to selecting staff and community members to serve on the Screening Committee. School Committee members agree to discuss this further, voting on the method to select Screening Committee members next week.

*Michelle Bailey exits the meeting at 8:52pm.*

**5) Vote to Adjourn**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE  
ADJOURN AT 8:56 PM.**

**MOTION by Stacey Metternick; SECONDED by Michelle Horgan.  
Unanimously approved by 6 members present.**

*Respectfully submitted March 18, 2020 by Mahala Lettvin, Recording Secretary.*

An invitation to apply  
**SUPERINTENDENT OF SCHOOLS**

---

**Hamilton-Wenham Regional School District**  
**South Hamilton, MA**

---



### THE SCHOOL DISTRICT

**Student enrollment** 2019-2020: 1,887 (preK-12)

**Budget:** FY20: \$35,000,000

#### School buildings

Hamilton-Wenham Regional High School (9-12)  
Miles River Middle School (6-8)  
Buker Elementary School (K-5)  
Cutler Elementary School (K-5)  
Winthrop Elementary School (preK-5)

#### Administration and staff

Superintendent  
Assistant Supt. of Finance and Administration  
Director of Curriculum, Assessment and Instruction  
Director of Student Services  
Director of Maintenance, Facilities, and Operations  
Director of Technology  
Food Services Director  
Human Resources Administrator  
Athletic Director  
School Principals (5)  
Assistant Principals (2)  
Teachers (161)  
Secondary Curriculum Leaders (7)  
Elementary Curriculum Coordinators (2)  
School Psychologists (3)  
Guidance and Adjustment Counselors (10)  
Nurses (5.5)  
Technology Staff and Assistants (6)  
Paraprofessionals (57)  
School Secretaries/Admin Asst./Clerks (19)  
Custodians/Maintenance (16)  
School Lunch Employees (11)

### SALARY AND CONTRACT

- \$180-\$195K; Length of contract: to be negotiated.

*The Hamilton-Wenham Regional School District is an equal opportunity employer.*

### Vision Statement

Through the development of an integrated, data-responsive system of curriculum, instruction, assessment and professional development, the Hamilton-Wenham Regional School District will be a world-class learning organization that graduates students who are well-prepared to meet the post-secondary challenges of the 21st Century economy and are engaged members of our global society.

VISIT OUR WEBSITE AT: [www.hwschools.net](http://www.hwschools.net)

---

### HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE

David Polito, Wenham, Chair  
Michelle Bailey, Wenham, Vice Chair  
Stacey Metternick, Wenham, Secretary  
Michelle Horgan, Hamilton, Asst. Secretary  
Gene Lee, Hamilton  
Peter Wolczik, Wenham  
Tai Pryjma, Hamilton

### QUALIFICATIONS

- Licensed or eligible for licensure as a superintendent of schools in Massachusetts.
- Master's degree required; advanced degree preferred.
- Minimum of 10 years in education, including teaching, central office and/or administrative experience.

### THE POSITION

The successful candidate will have:

- Demonstrated success in improving and maintaining high academic performance;
- A leadership and communication style that is dynamic, visible, accessible and inclusive;
- Knowledge and experience in school budgeting and capital planning, including fiscal development, implementation, oversight and communication of budget issues to the public;
- Capacity for innovative thinking and openness to new approaches to teaching and learning;
- Ability to foster a culture that supports educators to perform at the highest level;
- Demonstrated knowledge of Special Education programming and its administrative elements.

## TIMELINE 2020

**February 21** Deadline for submitting applications  
**February 25** Semi-finalists selected  
**March 2-5** Semi-finalist interviews  
**March 9** Finalists announced

**March 12-19** School Committee site visits  
**March 12-19** Finalist site visits/interviews  
**March 19** Vote to appoint Superintendent  
**July 1, 2020** Start date

## APPLICATION PROCESS

For application forms and information, write:

**Dorothy Presser, Hamilton-Wenham Search**  
Mass. Association of School Committees  
One McKinley Square; Boston MA 02109

Telephone: (617) 523-8454

Fax: (617) 742-4125

E-mail: [amartin@masc.org](mailto:amartin@masc.org)



- Complete application information must be received at this location on or before **February 21, 2020**.
- The appointment will be made **on March 19, 2020** with anticipated starting date of **July 1, 2020**.
- For further information contact Dorothy Presser at MASC (see above). **Please do not contact school committee members or members of the school administration.**

## HAMILTON AND WENHAM COMMUNITIES PROFILE

### HAMILTON

Incorporated in 1793 and named for Alexander Hamilton, the nation's first Treasury Secretary, Hamilton is a rural-suburban town in the eastern central portion of Essex County in northeastern Massachusetts. At the 2010 census, it had a population of 7,764. Currently the town has no manufacturing industry and no industrially-zoned land.

Its location on the North Shore of the state provides easy access to the Atlantic seashore with its reservations, beaches and boating. The town includes many historic houses, pastoral landscapes, and old stone walls that accompany winding tree-lined roads. It also has a rich equestrian heritage, which remains strong due to the influence of the many horse farms and of Myopia Hunt Club, the oldest Polo Club in the United States, which holds frequent equestrian events, including polo most Sunday afternoons. Patton Park, one of the parks in downtown Hamilton, was named after General George S. Patton who dedicated family property in the town as a memorial to the Vietnam soldiers who lost their lives under his command. The homestead is also the inspiration for the school district's mascot, the Generals. Hamilton is home to the interdenominational Gordon-Conwell Theological Seminary and the Pingree School, a private secondary school situated on the town's historic Pingree estate.

Hamilton is closely tied to neighboring Wenham, sharing a school system, library, recreation department, commuter rail station and newspaper. In 2010, the community of Hamilton-Wenham was listed among the "Best Places to Live" by Boston Magazine.

### WENHAM

First settled in the 1630s by colonists from Suffolk County, England, Wenham (meaning "home on the moor") was originally part of Salem. The rural, farming community became a town in its own right in 1643.

The Industrial Revolution, which changed the face of many Massachusetts towns in the 19th century, passed Wenham by. It remained a small community, with one notable exception. Wenham's ice industry brought the name of Wenham to the notice of people as far away as London, where hotels in the 1850s advertised: "We serve Wenham Lake Ice." Artificial refrigeration and a fire that destroyed the ice house in the late 1800's brought an end to this unique industry. The town remains small and rural with a population of 4,875 (2010 census). The town is also home to Gordon College, a private four-year Christian college and The Academy at Penguin Hall (an independent, all-girls college preparatory school).

*The mission of the Hamilton-Wenham Regional School District is to educate children to become young adults who are of good character and demonstrate mastery of the knowledge and skills needed to be successful members of our global economy and engaged citizens of the 21st century.*