

To: DR. Julie Kukenberger Ed.D
From: Coach Steve Sawyer
Re: Cross Country Trip Request

I am requesting permission once again from the School Committee to attend the New Balance Ocean State Cross Country Invitational in Warwick, Rhode Island on Saturday, September 28. We have been traveling to Rhode Island for many years to the Ocean State Invitational. All H-W athletes, coaches and parents have enjoyed the many positive experiences from this meet over the years. This meet is sanctioned by the States of Maine Connecticut, Massachusetts, New Jersey, Rhode Island, North Carolina, Virginia, New York, Pennsylvania, and New Hampshire. In 2018 there were over 170 teams consisting of over 3000 runners competing in frosh races, JV races, Varsity races and Championship races. Our Girls and Boys Varsity teams will be racing either in the Open or the Championship races this year.

The competition at this meet is very challenging and allows our athletes to compete against some of the top teams and runners from these states. We have many athletes once again who will be very competitive and will be looking to compete against other quality runners. This will give those runners the opportunity to compete and race at that level and be watched by college coaches from many schools. Their performances will also be posted on line for many college coaches to evaluate and possibly end up on their recruiting lists. We have been fortunate to be able to compete at these meets for many years and this year should be another positive experience for our athletes and parents.

This is a one day a trip for that Saturday and I have attached additional information. All coaches will ride the bus to and from the meet and remain with the runners during the day. The parents and runners will provide their own food and drink although there will be food and drinks available at the site. I have provided a copy of the events of the day which includes directions to the park, times for the races and directions for spectator parking.

Sincerely,

Coach Steve Sawyer

Coach Steve Sawyer
Cross Country, Indoor/Outdoor Track Head Coach

To: Parents of Cross Country Runners

From: Coach Steve Sawyer

Re: Information for the Ocean State Cross Country Festival

Members of the cross country team will be traveling to Warwick R. I. on Sat. September 28th to compete in the Ocean State Cross Country Festival. We have been competing in this meet for several years and it is a great experience for all competing runners and their families. The bus will leave the Regional High School at 8:00 AM on Sat. morning and return the same day at approximately 6:00PM. All coaches and parent chaperones who are approved District volunteers will ride the bus to and from the meet and remain with the runners during the day. The parents and runners are expected to provide their own food and drink although there will be food and drinks available at the meet. I have provided a copy of the events of the day which include directions to the park, times for the Hamilton-Wenham races and directions for spectator parking. Enjoy the day especially the Hamilton-Wenham runners competing in the different races. Registration fees for the meet will be paid for by the cross country budget for this season.

Coach Steve Sawyer

8:00AM -Bus departure from the Regional

10:00 AM -Arrive at Goddard State Park, Warwick R.I.

12:00AM- Races begin -Runners will eat lunch before and after their races

4:00 PM -Races end followed by awards ceremony

6:00PM- Bus returns to the Regional

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham Regional HS Date Submitted: 8/26/19
 Faculty Sponsor: Head XC Coach, Steve Sawyer Position: Head Coach, Cross Country

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: Ocean State Park, Warwick RI
 Athletics - Sport: Cross Country
 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: _____

Departure Date: 9/28/19 Time: 8:00 AM Return Date: 9/28/19 Time: 6:00 PM
 Number of Students Eligible: 30 Class/Group: XC Program
 Faculty Sponsor: Steve Sawyer
 Other Faculty/Staff chaperones: Karen Grant, Ryan Loubser
 Other chaperones: _____
 Mode of Transportation: SALTER BUS CO Number: _____
 Airlines/Flight/Ground Transportation: NA

II. Estimated Expenses

1. Transportation Cost: <u>PART OF USER FEE</u>	6. Financial Assistance Available? Yes No <u>NA</u>
2. Admission Charges: <u>---</u>	7. Other Sources of Funding? Yes No <u>NA</u>
3. Lodging & meals cost: <u>---</u>	8. Amount Available: \$ <u>NA</u>
4. Other (specify): <u>---</u>	9. Are Student Activity Funds being used? Yes No <u>No</u>
5. Total student cost: <u>PART OF USER FEE</u>	10. If yes, amount bring used: \$

III. Attachments

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

IV. Approvals

Department Chairperson or Field Trip Requestor: [Signature] Date: 8/26/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: _____ Date: _____
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: _____



HIGH SCHOOL RACES.

Ocean State Cross Country Invitational: High School Division

REGISTER HIGH SCHOOL TEAM ([HTTP://WWW.OCEANSTATEXC.COM/REGISTERED/SCHOOL_CAPTAIN.PHI](http://www.oceanstatexc.com/registered/school_captain.php))

MANAGE HIGH SCHOOL TEAM ([HTTP://WWW.OCEANSTATEXC.COM/CAPTAIN/LOGIN.PHP](http://www.oceanstatexc.com/captain/login.php))

Date: Saturday, September 28, 2019 8:45 a.m. – 4:00 p.m.

Sanction:

Sanctioned requested for the following areas: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York (city and state), Rhode Island, Vermont, and Pennsylvania. Students who are official members of their respective high school teams are eligible. All schools must be members of their state associations. Schools from additional states should contact Bob Rothenberg as soon as possible for sanction requests.

Host Institution:

North Kingstown High School – North Kingstown, Rhode Island

Directors:

Charlie Breagy, Anne Rothenberg, Bob Rothenberg – Meet Management by Downtown 5K, Inc.

Contact:

Bob Rothenberg – 401-294-9946 or help@oceanstatexc.com

Course:

Goddard Park, 1095 Ives Road, Warwick, Rhode Island 02818. 5,000 meters (3.1 miles), 4,000 meters for freshmen; grass and dirt paths, moderate hills, mostly flat.

Directions:

From the North: Rte. 95 S to exit 9 (left-hand exit) onto Rte. 4 S. Immediately exit at Rte. 401/East Greenwich. Right at light onto 401/Division St. One mile curve right onto First Ave. Turn right at light onto Main St. One-half mile at light, turn left onto Old Forge Rd. Old Forge becomes Ives

Rd. One mile to park entrance on left. From the South: Rte. 95 N to exit 8A/Rte. 2 S. At first light, turn left onto Rte. 401 E/Division St. Follow directions above.

Entry Info:

All entries will be submitted on-line. Entries will close on Sunday, September 22, 2019 at 5:00 PM. A list of schools competing in each race will be posted by Wednesday, September 25 at 9:00 PM.

Entry Fee:

\$100.00 Boys - This fee includes a maximum of 7 in the championship, 7 in the varsity, 7 in the jv, and 7 in the freshmen. Additional runners in the jv and freshmen will be accepted at \$3.00 per runner.

\$100.00 Girls - This fee includes a maximum of 7 in the championship 7 in the varsity, 7 in the jv, and 7 in the freshmen. Additional runners in the jv and freshmen will be accepted at \$3.00 per runner or \$10.00 per individual runner (when entering 9 or fewer total runners)

\$10.00 per individual runner (when entering 9 or fewer total runners)

For the larger squads, the maximum fee will be \$200.00 (boys and girls separate).

Once your entries have been registered on line and the entries close, your high school is responsible for the entire entry fee. Adjustments will not be made for no-shows.

Entry fees should be made payable to: "Downtown 5K, Inc." Entry fees may be mailed to: Bob Rothenberg, 229 Seabreeze Drive, North Kingstown, RI 02852.

Meet Rules:

Guidelines provided by the National Federation of State High School Associations rule book. Please note in particular the articles dealing with uniforms and unsportsmanlike conduct. Coaches and other non-competitors are urged to stay off the runners' path in the woods. No bikes or other vehicles are permitted.

Parking:

Park rangers will direct cars to ample parking available within the park. Buses will be allowed to drop off passengers and then follow directions to park in designated areas.

Facilities:

Bathrooms and food concession available. T-shirts will be sold at the meet. No lockers or showers available at race site. Team tents/canopies permitted.

Schedule:

All races will start on time. Please limit entries to those athletes who can finish within the allotted time for each race.

- 8:45 Race 1 Freshman - 2 Boys
- 9:10 Race 2 Freshman - 2 Girls
- * 9:35 Race 3 Junior Varsity - 2 Boys
- 10:05 Race 3 A Junior Varsity Overflow - 2 Boys
- * 10:35 Race 4 Junior Varsity - 2 Girls
- **11:10 Race 5 Varsity - 2 Boys
- **11:35 Race 6 Varsity - 2 Girls
- 12:05 Opening Ceremony
- **12:15 Race 7 Championship Boys
- **12:45 Race 8 Championship Girls
- 1:05 Awards Ceremony for Races #1 - 8
- **1:25 Race 9 Varsity - 1 Boys
- **1:50 Race 10 Varsity - 1 Girls
- * 2:20 Race 11 Junior Varsity - 1 Boys
- * 2:50 Race 12 Junior Varsity - 1 Girls
- 3:25 Race 13 Freshman - 1 Boys
- 3:50 Race 14 Freshman - 1 Girls
- 4:00 Awards Ceremony for Races # 9 - 14

Hamilton - Wenham Races

* A school may enter an unlimited number in the Junior Varsity race only after it has entered a team in either the Varsity or Championship race. NEW FOR THIS YEAR - JR VARSITY 2 BOYS WILL BE LIMITED TO 10; MORE THAN 10 WILL BE ASSIGNED TO THE JV2 BOYS OVERFLOW - RACE 3A

** A school may elect to enter its top 5-7 runners in either the Championship or the Varsity race. The Championship race should include the top teams in the meet from either Division. Special awards will be offered in the Championship race. A school may enter one or two individuals in the Championship race while running 5-7 other athletes in the regular Varsity race. NEW FOR THIS YEAR - A TEAM MAY ELECT TO RUN 5-7 IN THE CHAMPIONSHIP AS WELL AS 5-7 IN THE VARSITY.

For the Freshman, Junior Varsity and Varsity races, there will be two divisions based on the school's enrollment.

Division 1: Smaller Schools Hamilton - Wenham

September 3, 2019

Julie,

Attached is the field trip application packet for the 8th grade trip to Washington D.C. to be added to the consent agenda for the next School Committee meeting. Please let me know if you have any questions or need any additional information.

Thanks,

Craig

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Miles River Middle School

Date Submitted: September 3, 2019

Faculty Sponsor: Craig Hovey

Position: Principal

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: Washington D.C.
- International Trip (*extracurricular only*) - Destination: _____

Departure Date: May 19, 2020 Time: 5:00 AM Return Date: May 22, 2020 Time: 10:00PM

Number of Students Eligible: 137 Class/Group: Entire 8th grade class

Faculty Sponsor: Craig Hovey

Other Faculty/Staff chaperones: TBD (1:10 ratio/MRMS staff)

Other chaperones: Nurse, Parents (if insufficient staff)

Mode of Transportation: Coach Bus Number: 3

Airlines/Flight/Ground Transportation: Coach Bus - Coordinated by Close Up Foundation

II. Estimated Expenses

1. Transportation Cost: Included	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges: Included	7. Other Sources of Funding? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Lodging & meals cost: Included	8. Amount Available: \$ TBD
4. Other (specify):	9. Are Student Activity Funds being used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Total student cost: \$995 all inclusive	10. If yes, amount bring used: \$ ----

III. Attachments

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

IV. Approvals

Department Chairperson or Field Trip Requestor: _____ Date: 9/3/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: _____ Date: 9/3/19
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: _____

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

APPROVAL DOCUMENTATION – Domestic and International

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

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

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

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, student conduct will apply and be in effect at all times for academic and extracurricular field trips.
2. If a student violates any Hamilton-Wenham student conduct policies, student handbook rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent’s/guardian’s expense. In addition to being sent home, the individual will be subject to the consequences for the action/infracton upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.
3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips.

Miles River Middle School Close Up Washington, DC Program Schedule: May 19 – 22, 2020

Tuesday, May 19	Wednesday, May 20	Thursday, May 21	Friday, May 22
<p>5:00 AM Depart from MRMS</p> <p>Hotel: TBD</p> <p>3:30 Approximate Arrival and Orientation at Hotel – snacks upon arrival</p> <p>4:15 Opening Workshop: Meet your Program Instructors and discuss what current issues matter to you</p> <p>5:00 White House (photo-op)</p> <p>6:30 Dinner & Souvenir Shopping: Pentagon City Mall</p> <p>7:45 Moonlight Memorials: Visit the Iwo Jima Memorial and Pentagon 9/11 Memorial at night</p> <p>10:00 Room Check</p>	<p>8:00 Breakfast at Hotel</p> <p>8:30 Active Citizens in History: Consider how people throughout history have advocated for change:</p> <ul style="list-style-type: none"> • Jefferson Memorial: Think about issues that have the most impact on your generation and who has the power to make decisions on these issues • FDR Memorial: Examine the impact that individual action can have on the government • MLK Memorial: Examine the impact groups of people/movements can have on the government <p>12:00 Lunch: boxed lunches on the National Mall</p> <p>1:00 Smithsonian Museum of African American History and Culture: Reconstruction, Jim Crow, The Fight for Civil Rights – Explore the time after the Civil War through the Civil Rights Movement in America and the impact this time period had on America then and now.</p> <p>3:30 Smithsonian Study Visit, students each choose one of the following museums:</p> <ul style="list-style-type: none"> • Smithsonian Art Museum (e.g. National Gallery of Art, Hirshhorn Museum, or National Portrait Gallery) • National Air and Space Museum • National Museum of Natural History <p>5:45 Georgetown Neighborhood Visit: Take a guided walk, explore Georgetown, and eat dinner in small groups</p> <p>8:00 Moonlight Memorials, continued: See D.C.'s Memorials including WWII, Vietnam, Korean, and Lincoln at night</p> <p>10:00 Room Check</p>	<p>7:45 Breakfast at Hotel</p> <p>8:30 Issues in Congress Workshop: Learn about one of the many bills Congress is considering for passage this year</p> <p>9:30 Mock Congress: Participate in an interactive simulation of the legislative process and develop questions for meetings on Capitol Hill</p> <p>10:15 Capitol Hill: An inside look at how Congress works</p> <ul style="list-style-type: none"> • Meeting on the Hill with Member of Congress of their staff • Visit the Capitol Galleries • Eat lunch at a Congressional cafeteria • See the Supreme Court and Library of Congress <p>3:15 Holocaust Memorial Museum Study Visit: Individual Responsibility – Explore the role of the individual in safeguarding a free society and the effects of remaining silent or indifferent to acts of oppression.</p> <p>5:30 Down-time on National Mall (weather allowing; if rainy, National Portrait Gallery)</p> <p>6:15 Dinner and Bowling with the 8th Grade Class</p> <p>8:15 Head back to Hotel via U.S. Air Force Memorial</p> <p>10:00 Room Check</p>	<p>7:15 Breakfast at Hotel</p> <p>7:45 Load Luggage</p> <p>8:30 Arlington National Cemetery: Consider how we recognize and honor those who served and how that influences attitudes about war</p> <p>10:30 AM Depart for home with boxed lunches on the bus</p> <p>9:30 PM Approximate arrival back at MRMS</p>

Study visits led by our highly-trained instructors give students unique opportunities to learn using historic sites and institutions as living classrooms. Workshops and seminars reinforce this learning and help students make personal connections to the roles that they, as ordinary citizens, play in the U.S. democracy.

www.Closeup.org

CLOSE UP
WASHINGTON DC

CLOSE UP PROGRAM CONTRACT

School Contact Information:

School Name: Miles River Middle School
Lead Contact: Craig Hovey
Close Up School ID: MA16838

Close Up Contact Information:

Close Up Representative: Sarah Strum
Phone: 703-706-3411
Email: sstrum@closeup.org

Program Details:

Dates: May 19-22, 2020
Number of Days/Nights: 4 days/3 nights
Grade: 8
Transportation: Bus
Estimated Number of Students: 115
Estimated Number of Adult Chaperones: 10
Student Accommodations: Quads
Adult Accommodations: Doubles*
**For single accommodations, add an additional XXX per person.*

Program Price:

Student Tuition: \$995
Adult Chaperone Tuition*: \$1345
**One adult fellowship included for every 10 full paying students – can be prorated.*

TOTAL ESTIMATED PRICE: \$995/Student

Program Includes:

- Round-trip private coach bus transportation
- Ground transportation to and from all activities
- Quality hotel accommodations
- Three meals per day
- Top notch instruction from trained educators
- Educational materials
- 24/7 supervision including night monitors on every hotel hallway
- All program logistics planning
- Booking speakers and Congressional meetings
- Dedicated Close Up Representative
- Liability insurance
- All tips and gratuities
- Medical access to Georgetown Pediatric Center
- Access to Close Up in Class Resource Center

Important Payment Deadlines:

\$300 Nonrefundable Deposit Due: November 6, 2019

\$300 Per Student Deposit Due: February 7, 2020

Participant Cancellation Deadline*: April 3, 2020

Final Payment Due: April 3, 2020

**All payments are non-refundable and non-transferable after April 3, 2020. Should you request a refund prior to April 3, 2020 date, Close Up will refund any amounts paid over the initial deposit.*

Signature of School Administrator: _____ Date: _____

SCHOOL PLANNING TIMELINE

- October 18, 2019: Submit list of all 8th grade students and parent emails
- October 22, 2019: Parent Interest Meeting
- November 6, 2019: Non-refundable deposit of \$300 per student due, and submit list of scholarship students, if any
- February 7, 2020: Deposit of \$300 per student due, and submit list of participating chaperones
- March 20, 2020: Please inform Close Up of any special requests or connections for Capitol Hill and/or speakers
- April 3, 2020: Participant cancellation deadline & final payment due
- April 17, 2020: Submit rooming list for students and adults, workshop groups, and bus groups (5 workshop groups, with 2 workshops per bus)
- April 17, 2020: Submit all special needs, allergies, and dietary restrictions for students and adults
- Late April/Early May 2020: Final call with Close Up to confirm schedule, curriculum, and logistics
- Upon arrival in Washington, DC: Submit completed medical forms and copies of health insurance cards to Close Up registration staff

CLOSE UP SCHOOL ACCOUNT

Your school account provides updated information on student payments, hotel & transportation details, and fundraising & travel resources.

To access your school account, please follow the steps below:

1. Go to www.closeup.org
2. Click the red 'Login' button in the upper right hand corner
3. Enter your case sensitive ID and Password:
ID: MA16383 **Password:** milesriver

CLOSE UP CLASSROOM RESOURCES

Debating controversial issues shouldn't only happen in Washington – our frequently updated *Close Up in Class* resources provide teachers with a library of interactive hot topic discussions, and lesson plans for use in the classroom.

To access resources, please follow the steps below:

1. Go to www.closeup.org
2. Click the red 'Login' button in the upper right hand corner
3. Enter your case sensitive Teacher ID and Password:
ID: EP236 **Password:** mrteacher

If you want to give students access to the resources (all identical except for teacher resources), please instruct them to follow the same steps but use the following login information:

ID: EP237 **Password:** studentmrms

CLOSE UP PAYMENT INFORMATION

To make a payment with a school/district credit card, please log in to your school account at www.closeup.org using your school ID and password, or call 703-706-3416 between 8:00AM and 6:00PM.

All checks should be made payable to Close Up Foundation, include the school ID in the memo line of the check, and be sent with a copy of the invoice to:

Close Up Foundation
Attn: School Accounts
1330 Braddock Place, STE 400
Alexandria, VA 22314

Purchase orders may be mailed to the address above or faxed to 866-236-2015.

If you have any questions or need additional information, please contact the Close Up finances department anytime by email at schoolaccounts@closeup.org or by phone at 703-703-3416 between 8:00AM and 6:00PM.

8. MEDICAL CARE: If participants, in the opinion of a teacher or Close Up or its delegate, need medical consultation or treatment, we authorize such consultation or treatment and authorize release of information as deemed necessary to treat participant and to assist with related insurance matters. We authorize all medical providers to bill insurers directly and will require participants to bring an original health insurance card or a copy of the front and back of the card. Further, we understand that Close Up is not in the business of providing medical care but that Close Up will help participants get access to quality medical care should participant require it while on program.

9. FORMS: All participants must bring the following while on a Close Up program: 1) a completed Medical Questionnaire Form, 2) a signed Consent for Treatment Form and 3) health insurance card or a copy of the front and back of card.

10. PROGRAM PRICE: We understand that the program price includes tuition, room and board, safety and security, activity fees, and secondary health insurance. We agree to pay additional charges that might apply for health technicians or sign language interpretation.

11. AIRLINE FEES: We understand that participants must pay baggage, boarding, or other extra airline fees at the airport and directly to the airline.

12. LATE ENROLLMENT/ADDITIONAL CHARGES: Close Up welcomes new enrollments. However, if a school registers additional participants within 45 calendar days of the program start date, we understand that Close Up may not be able to accommodate the participants due to availability. Also, since Close Up may be booking additional participant's travel so close to the program's start date, we agree to pay any additional airline charges Close Up might incur.

13. DISCLOSURE: We authorize Close Up to share all information on participants' medical and enrollment forms with Close Up employees or their delegates whenever helpful to performing their duties.

14. CREDIT CARD OR BANK ACCOUNT DEBIT CERTIFICATION: By registering our school for your program, we certify that, if our method of payment is credit card and/or bank account debit, we have the proper authority to authorize you to charge our credit card or debit the checking, savings, or other account.

15. STUDENT SURVEY: We authorize participants to be part of an evaluation study of civic knowledge by Marymount University. All information collected in connection with this survey is confidential. For more information, please go to <http://www.closeup.org/lib/ConsentForm.pdf>.

16. PAYMENT: I understand that my school or other responsible parties must agree to pay Close Up a nonrefundable deposit (please see contract for deposit amount) by the deposit deadline and the entire remaining balance no later than the final payment deadline. If I, school, students and/or other adults choose to cancel participation on or after the final cancellation deadline, no refund will be issued for any payment on account. If parties responsible for payment have not made payment in full by the payment deadlines, Close Up, at its discretion, may cancel enrollment. In the event of cancellation for nonpayment, Close Up, at its discretion, may allow student or adult to re-enroll provided space is available, full payment is made at the time of re-enrollment, and participant pays any additional charges assessed due to late enrollment.

Signature of School Administrator: _____ Date: _____

CLOSE UP FOUNDATION TERMS & CONDITIONS

Please take a moment to read our terms & conditions and contact us at 800-256-7387 if you have any questions. Thank you.

Close Up welcomes participation on its programs without regard to gender, race, color, religion, sexual orientation, gender identity, national origin or disability.

We, on behalf of our school, agree to the following terms & conditions:

1. CAPABILITY: All participants are ready, willing, and able to participate; to treat everyone with respect at all times; and to follow Close Up's rules at all times. The Close Up Program requires a level of education, maturity, and independence of participants. Students must be capable of rooming with other students; keeping up with the intensity of program; riding a charter bus throughout the week; participating in discussions on public policy issues, history, and government with their peers throughout the day; attending seminars; following instructions on where and when to meet instructional staff for workshops, seminars, monument study time, and meals; feeling comfortable with the noise and crowds in Washington, DC; and complying with all rules on program. I affirm that my students are capable of meeting these requirements.

2. CONDUCT ON PROGRAM: All participants shall: (a) show respect at all times during the program, including to students, teachers, Close Up staff, and vendors; (b) be in assigned hotel room before curfew; and (c) participate in all scheduled program activities unless previously excused by Close Up or the School Chaperones. All participants shall not: (a) enter a hotel room assigned to members of the opposite sex; (b) leave program or have visitors without prior permission from parents; or (c) possess or use alcoholic beverages, illicit drugs, tobacco products, and firearms or weapons of any kind. If a participant violates any of these rules as determined by Close Up and the School, we authorize Close Up to send participant home at the expense of their family and with no refund due from Close Up.

3. TRAVEL INSURANCE: Close Up provides general liability insurance while students and teachers are on program in Washington, DC. Additional insurance for travel can be purchased through Travel Guard (or a provider of your choice) to protect against illness, flight delays/cancellations due to bad weather, and last minute cancellations. To purchase travel insurance from Travel Guard, please select Close Up Foundation from the list of Tour Operators and select "TOUR/AIR PACKAGE" in the Airline/Charter field when visiting their site.

4. VALUABLES: We, as a school, will advise students to leave valuables at home. Close Up is not liable for lost or stolen items or for any use of personal property, such as cell phone, even if such use is by other participants.

5. PHOTOS & LIKENESS: On behalf of the school, we consent to the use in any medium of student's names, likeness, audio, video, photographs, or quotes, including posting on Close Up's website. Close Up may use Twitter or other social media to interact with students regarding issues related to the program. I understand and consent to this use of social media by and with students.

6. DAMAGES: If participants cause property damage while on program, we, as a school, agree to pay for all such damages or pass along charges to the respective family. This includes paying cleaning charges for a room in which there has been smoking as determined by the hotel while participants were on program.

7. MEDICATION AND DIETARY NEEDS: Each participant (or school, according to school policy) will care for their recurring medical treatments and medication without Close Up supervision. All medications, injections, or other treatments must be monitored and administered by the participant (or school). We the school will notify Close Up in advance of all medication that needs to be refrigerated. We understand that while Close Up will take reasonable measures to assist with dietary needs, Close Up cannot control or guarantee the contents of food products during travel. Participants with dietary allergies are ultimately responsible for inspecting all food for ingredients related to the allergy.

Dear 8th Grade Parent/Guardian,

We are excited to have our 8th grade students return to Washington D.C. for a fifth year. This year the trip will take place **May 19th to May 22nd 2019**. We had a great trip last year!

We will be continuing our partnership with Close Up (www.closeup.org), a nonprofit and nonpartisan organization that since 1971 has provided hands-on educational programs for over 850,000 students and teachers from across the country.

Using the nation's capital as a living classroom, students will get a 'close up' view of American history, government, and democracy in action that will bring connect to the 8th grade curriculum particularly in the areas of civics, the Holocaust, and human rights. Miles River teachers will be developing the program along with Close Up staff. Close Up trains its own staff of full-time teaching fellows to deliver an engaging and exciting curriculum that helps students connect what they are seeing and experiencing in D.C. to what they have learned in school.

During our time in Washington, students will have the opportunity to visit many of the key institutions and historic sites of Washington D.C. —highlights include:

- Famous monuments and memorials
- World-renowned Smithsonian Museums
- Mock Congress – an in-depth simulation of the legislative process
- Opportunity to meet with members of Congress or staff on Capitol Hill
- Discussions about current issues facing our community and country

Safety is Close Up's #1 priority – Close Up provides 24-hour supervision on program, including night monitors on every hotel hallway, one instructor per twenty students, a program leader and a dedicated Close Up representative for our school. Close Up is a full-service provider -- the all-inclusive tuition cost of \$995 per participant includes the round-trip coach bus transportation, quality hotel accommodations, all meals in D.C., entrance fees, program logistics and planning.

We invite all interested families to hear more about this coming year's Washington, DC trip at a meeting that will be held in the **Miles River Multipurpose room on Tuesday October 22nd at 7:00pm**. If you are unable to attend the meeting, please feel free to contact me at c.hovey@hwschools.net. We hope your student joins us for this once in a lifetime experience!

Sincerely,

Craig Hovey
Principal

**8th grade Washington D.C trip
May 19-22, 2020**

Pre-Trip Activities:

An 8th grade trip to Washington D.C. offers an opportunity for very strong curriculum connections to our 8th grade Civics curriculum as well as our 8th grade English units of study on Civil Rights and the Holocaust. The Close Up foundation has a curriculum specialist who will work with our teachers to tailor the specific activities and site visits to meet our needs. Lessons throughout the year can be connected to the Washington D.C.

Post –Trip Activities:

The specifics of the post-trip experience will need to be developed over the course of the year and could include an interdisciplinary projects (individual or group), reflections, or presentations. Given the dates of the trip this year it will more likely be a culminating experience with most of the work leading up to the trip than the basis of an end of the year project.

Alternative Trip:

The trip will be open to all 8th grade students. However, some may be unable or unwilling to attend. We plan on developing a smaller scale experience for students who stay here possibly including trips to Boston or other nearby locations to obtain a similar curricular experience.

Funding Support:

The following groups may provide assistance in funding the trip and reducing the cost for students:

- Close Up Foundation has some financial aid available for students who qualify for free and reduced lunch. The amount depends on how many students qualify.
- Friends of MRMS/HWRHS – The Friends group has offered their support to this trip and I look forward to working with them
- League of Women Voters – I have received positive feedback and would seek support from them.

Chaperones:

MRMS staff: 1 per 10 students

Close Up staff: 1 per 20 students

Close Up Coordinator: 1 per trip

Nurse: provided by MRMS

1 chaperone per 10 students may attend at no cost

Accommodations:

Students: 4 per room

Chaperones: 2 per room with option to pay fee for single accommodations

Night monitors provided by Close Up

CLOSE UP METHODOLOGY AND INSTRUCTION

Our pedagogy arises directly out of the Close Up mission: To inform, inspire, and empower students to exercise the rights and accept the responsibilities of citizens in a democracy.

Though our many student programs each have their own distinct learning goals, they all share a common grounding in the aims of our mission. That mission informs every aspect of the design, content, and instructional method of all Close Up programs. The overarching goal of all our student programs is to equip students with the knowledge, skills, and dispositions necessary for effective and responsible participation in the processes of democratic society and the American political system. Given that goal, our



core commitment to experiential learning becomes clear: Citizenship in a democracy demands a readiness to act. Close Up's role in helping students develop that readiness and capacity lies in direct exposure to the foundations, institutional structures, and day-to-day practices that underlie reasoned discourse, debate, and decision-making.

The methodology and instructional practices described below rely on over 40 years of developed expertise, to precisely craft experiential learning models to the goal of our programs and the aims of our mission.

While there is no single "ism" that defines the Close Up methodology, we draw from a family of four influences as we design, adapt, and innovate our programs.

Experiential Education

We see the primary role of the Close Up experience as complementary to classroom civic learning: our part learning out of the book and place it in the lived experience of the student. In order to move from the conceptual civic education to an empowering engagement with the concrete processes and controversies of contemporary political activity, Close Up provides students with practical opportunities to experience for themselves the problems and political activity.

Implications for instruction: Extensive use of case-studies of law and policy, simulations, role-playing activities, demonstrations of the actual processes of government and policymaking. Students also engage in more organic political discourse and deliberation while visiting the Capital's many institutions where such activities take place at memorial sites that are symbolically central to concepts and controversies of American history and the American system.

Cooperative Learning

For Close Up's educational aims, the use of cooperative learning techniques is not only a method for efficient mastery as David Johnson and Roger Johnson state in "What Makes Cooperative Learning Work":

Cooperative experiences are not a luxury. They are an absolute necessity for the healthy social development of individuals who can function independently...[They are] essential for developing pluralistic values.

While studies vary as to the efficiency of cooperative learning structures as means for the transmission of information, one of the most fully researched and agreed upon conclusions regarding cooperative learning is its effectiveness in promoting students' cooperative and communicative skills. Among the demonstrated benefits of cooperative learning is the development of skills and dispositions correlated with pluralism, pro-social behavior, and democratic self-government—skills at the heart of democratic citizenship and the Close Up mission. We are proud of Close Up's role in advancing state-of-the-art implementation of cooperative learning in site-based experiential programs.

Implications for instruction: Instructors provide precisely calibrated scaffolding and specially designed materials to support student-facilitation and peer-to-peer engagement for small-group work, discussion group activities, as well as simulations and other activities.

Issue-Centered Education

At the heart of experiential education is the idea that the most natural and effective way people learn is through encounters with real-world problems. Thus, whenever people seek to train students for real-world skills, they turn to the time-tested approach of presenting subject-related problems that the student must solve. For the brand of civic education, since the skills we seek to help students build are those of effective democratic citizenship, at least among them critical thinking and civil discourse—the real-world problems we set before students are current political and public policy issues.

Implications for instruction: Our instructors are trained in the use of controversial issues and to present these in a 'multipartisan' manner, ensuring that students explore all sides of any given issue and that various sides of a civilly debated issue are fairly evaluated. The types of controversial issues we place at the center of our lessons are current policy controversies and political debates, as well as enduring tensions or conflicts among central values of democracy.

Education for Democracy

Dating as far back as Thomas Jefferson, one of the most durable themes in American education is the deep connection between democratic self-government and education. From Jefferson to Albert Shanker, from Horace Mann to Parker, from John Dewey to the most recent report from the Civic Mission of Schools, American scholars, education statesmen have envisioned a method of education that would provide students a model forum in which to practice democracy through its guided practical enactment. For Close Up methodology, this influence reminds us that we do not teach students about democracy, but to empower them to do democracy.

Implications for instruction: Our instructors are trained, and our lesson plans are crafted, to build students' dispositions for democratic engagement. In addition to reflecting on new knowledge and skills students build through the program, instructors help participants reflect on their own political efficacy and to assess their growth as democratic citizens.



CLOSE UP

CLOSE UP PROGRAM SERVICES: HOTEL INFORMATION, TRAVEL OPTIONS AND MEDICAL CARE

What kind of hotels does Close Up offer?

We partner with 3- and 4-star hotels in the DC metropolitan area. All hotels are enclosed (rooms open to indoor hallways, not outdoor walkways) and include a hot breakfast buffet. Close Up night monitors are stationed on each hallway overnight to check students into their rooms, manage behavior, and address any needs that arise.

Examples of our hotel partners include:

- Hilton Crystal City, 2399 Jefferson Davis Hwy; Arlington, VA
- Holiday Inn & Suites Alexandria Historic District, 625 First St, Alexandria, VA
- Key Bridge Marriott, 1401 Lee Hwy; Arlington, VA
- Doubletree Silver Spring, 8727 Colesville Rd; Silver Spring, MD
- Hilton Mark Center, 5000 Seminary Road; Alexandria, VA

What round-trip travel options does Close Up provide?

Close Up's travel department coordinates round-trip transportation to and from Washington, DC for all students and chaperones. Schools have the option of electing bus or air transportation with Close Up, or may choose to coordinate travel independently. Close Up provides coach bus transportation in Washington, DC throughout the course of the program.

Busing - All buses are chartered private coaches equipped with heating and cooling, overhead and undercarriage storage, and latrines. Frequently used companies include Yankee Trails, Eyre, Quiks, and Maryland Coach.

Flying - Flights are booked in order to best fit program schedules at the best rate. We consider all airlines and all three airports in the DC area: Washington-Dulles, Washington Reagan National, and Baltimore-Washington International. When students travel by air, a Close Up representative meets the group at the airport and accompanies them on a chartered bus to their hotel.

Close Up Travel Support - Our toll-free number is staffed by our transportation team during your travel and we monitor all bus travel and arriving and departing flights throughout the day (and night). If any problems arise (delays, weather, last minute changes), schools can call 800-336-3689 and we will work with you to find a solution.

What if someone gets sick on program?

Close Up partners with several leading health care providers; including [Georgetown University Children's Medical Center \(GUCMC\)](#) to ensure that students have access to quality health care should they get sick while on program. As an added precaution, Close Up program staff is trained in CPR, AED, and First Aid. We also maintain a dedicated staffer on each program to assist students who are ill. Typically, this assistance includes accompanying them when they're taken for medical treatment, waiting with them at the facility while they're being treated, and accompanying them back to the hotel as well. Close Up, along with the trip coordinator will work together to ensure that students get timely access to quality health care should the need arise while on program. We have dedicated staff members to stay with any students that are not able to participate on program.



FINANCIAL AID AND FUNDRAISING

Close Up has some financial aid available for students who qualify for free and reduced lunch. The final monetary amount depends on how many students qualify from each school and the total number of students who participate on Close Up.

Fundraising

We encourage students to utilize several fundraising methods. Close Up students often write letters and emails asking for tax deductible donations. We also offer you and your students the ability to use the internet to help raise funds for your school and your students' participation in Close Up.

Letter Writing Campaign

A student can begin a letter writing or email campaign by using our sample fundraising letter found on the next page. We recommend reaching out to family, friends, local businesses, and community members.

Donations Through Our Website

1. Direct donors to go to www.closeup.org, and click on the 'Donate' link on the bottom of the website, or directly via this link: <http://www.closeup.org/programs/SupportCivicEd.aspx>.
2. Suggest they select either "Sponsor a School" or "Sponsor a Student."
3. Provide the donor with your School ID or the Participant's ID number depending on whether they've selected to donate to the school or the student.
4. Payment can then be made with check or credit card and will be deposited right into the account.
5. Tell the donor their donation may be tax deductible (they should check with their tax advisor), give them our Federal Employer Identification number, 23-7122882, or if a donor wants a receipt they can call our finance department at 800-Close-Up ext. 416.

Online Donations Through Various Platforms

1. Create "Your Very Own Close Up Donation Website" via a free web host, like blogspot.com and link it to our "Donate" Page.
2. You can also try to raise money using a website like <http://www.donorschoose.org>, who sets it all up for you.
3. You can also set up a link from your school website to Close Up's "Donate" page, or post it on your www.facebook.com page, personal blog, etc. Be sure to include your school ID.
4. Utilize your ability to send mass emails in order to send out larger quantities of letters (this will save you money on postage and target more people).

For over 40 years, Close Up Foundation has provided the highest quality hands-on educational program in the country. From the moment they arrive in D.C. until they return home, we are committed to providing a safe, secure and memorable experience for students.

Safety and Security Measures:

- Male and female participants will be separated and housed on separate floors at each hotel. Close Up's professional security staff will monitor hotel rooms and hallways each night from 10:00 p.m. to 6:00 a.m.
- Each hotel will have a program staff member who will reside at the hotel during the program. Close Up staff is available in case of an emergency and all students and teachers are provided with the Close Up staff room number and contact information.
- All students are accounted for at all times via roll calls at all Close Up-led program activities, 7:00 a.m. through 10:00 p.m., upon arrival through departure. Close Up participants and staff wear their Close Up name tags at all times. The Close Up emergency number—703-706-3505—is listed on the back of each nametag and on all student and teacher daily schedules.
- Students are chaperoned at all times during program-led activities by their teachers and/or Close Up's professional male and female staff.
- As always, Close Up's student and teacher program supervisors and bus drivers have cell phone availability to allow efficient communications between the Close Up headquarters and program participants at all times.
- Local and national news and government reports regarding security conditions in the city, site locations on Capitol Hill, and all transportation systems are monitored round-the-clock by Close Up administrative staff. Relevant news alerts and instructions will immediately be communicated to program staff at all times of the day and night.
- All Close Up staff, comprised of both male and female instructors, is professionally trained to respond quickly and effectively in the event an emergency situation arises. All our staff master evacuation procedures and routes from all Close Up activity locations. Additionally, all our staff members working with students have undergone criminal background checks and are trained in CPR, AED and First Aid.
- Close Up partners with several leading health care providers, including Georgetown University Children's Medical Center (GUCMC), to ensure that students have access to quality health care should they need medical attention while on program. 9-1-1 emergency services are available around the clock – from when our program starts until it ends. We also maintain a dedicated staffer on each program to assist students who are ill, and GUCMC maintains a pediatric doctor on-call who will assist and make appropriate referrals if needed. Typically, the Close Up staffer will assist with accompanying students when they're taken for medical treatment, waiting with them at the facility while they're being treated, and accompanying them back to the hotel as well. Close Up, along with your teachers, will work together to ensure that students get timely access to quality health care should the need arise while on program. We also have dedicated staff members to supervise any students that are not able to participate on program.

2018-2019

ANNUAL REPORT



NORTHSHORE
EDUCATION
CONSORTIUM



Northshore Education Consortium
112 Sohier 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.

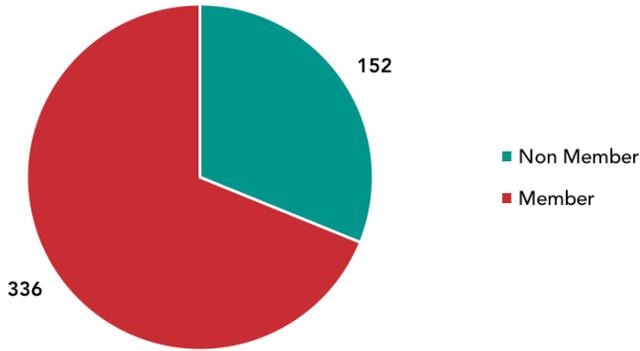
We will achieve this vision by continuously developing the following:

1. High quality, specialized programs for children with complex special needs, additions, 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.

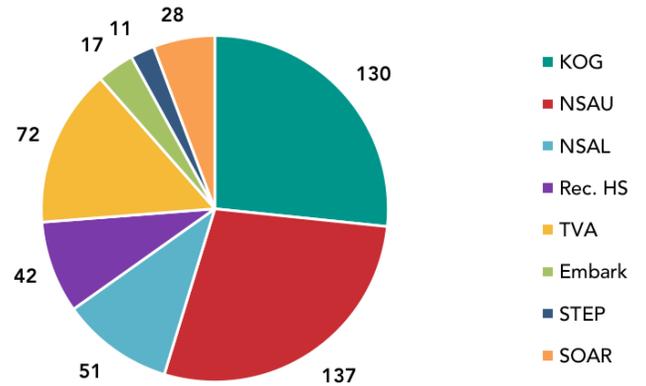
School Programs 2018-2019

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

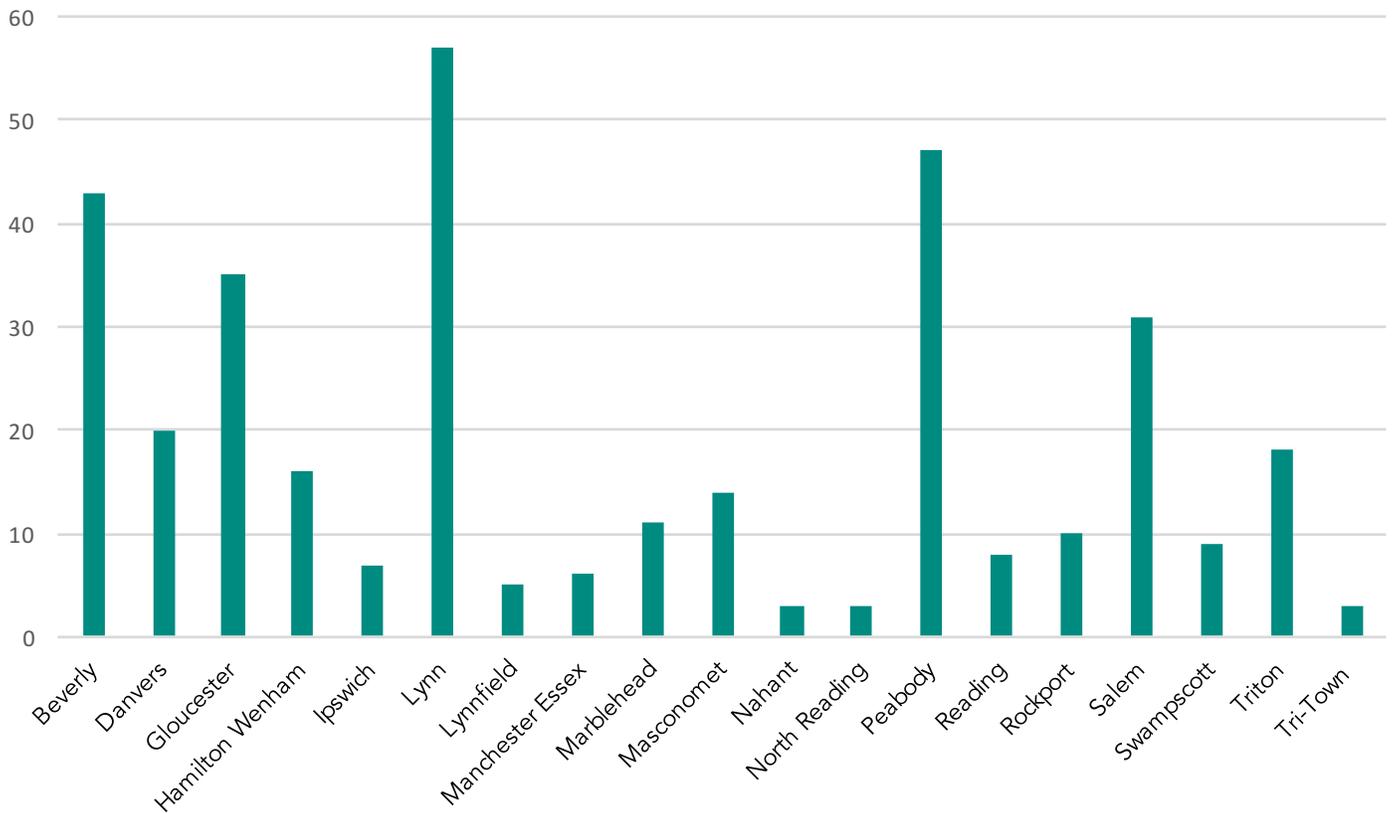
STUDENTS FROM MEMBER & NON-MEMBER DISTRICTS



STUDENTS BY PROGRAM



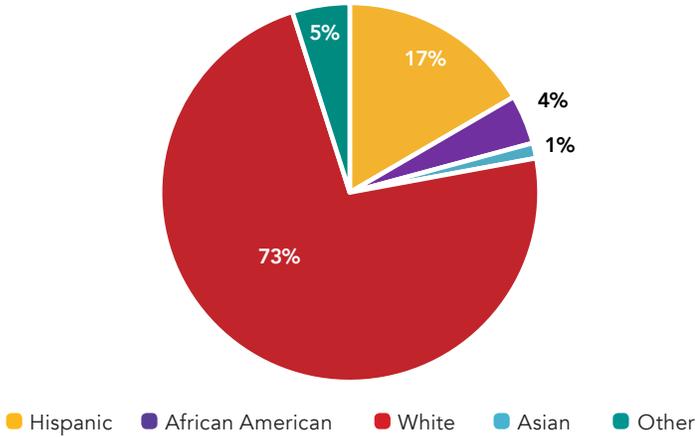
STUDENTS SERVED BY MEMBER DISTRICTS



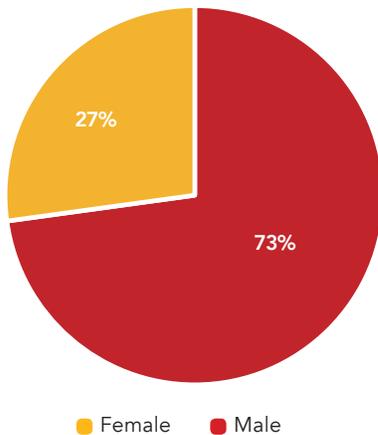
Demographics

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

RACE & ETHNICITY



GENDER



"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:

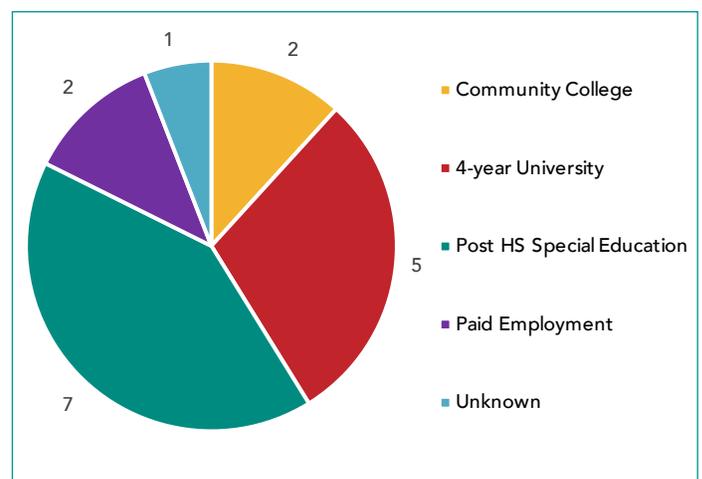
- An integrated curriculum, which includes multi-sensory learning, art, drama, and music education, project, based learning and opportunities for physical and recreational development, including a dynamic outdoor adventure program.
- Small classroom size which provides a more intensive and focused learning 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.

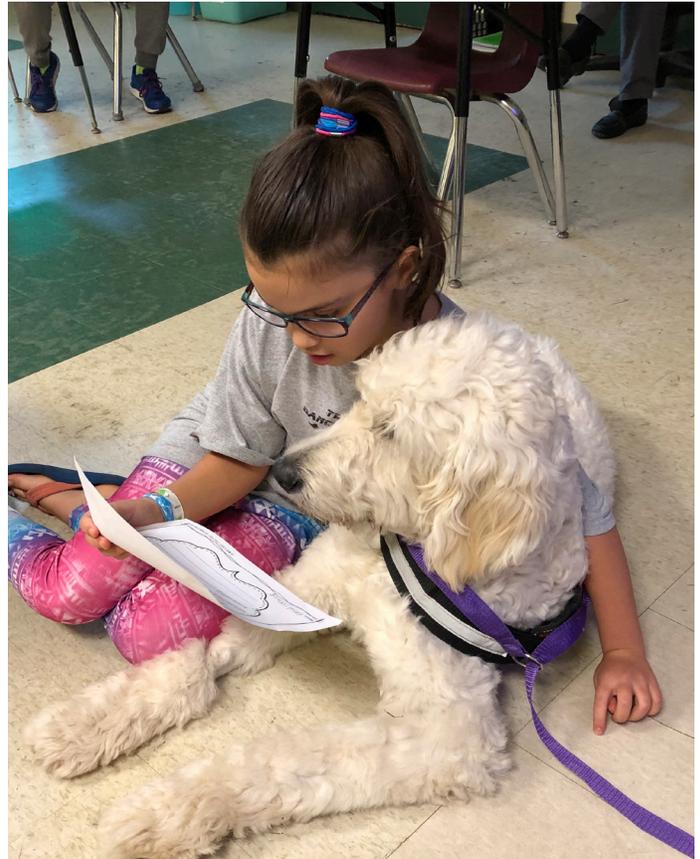
The Lower School has filled a need for districts to provide comprehensive, short-term assessment for young children in crisis. These students receive a comprehensive multi-disciplinary assessment and the district receives concrete recommendations on what the child will need to make educational progress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

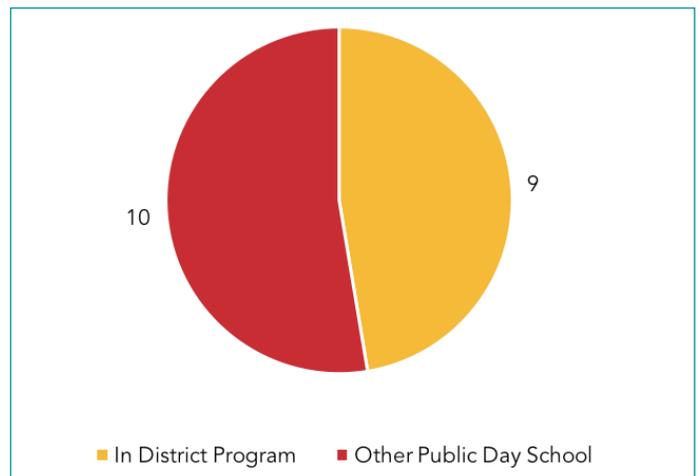
During the 2018-2019 school year, 19 students “graduated” from the Lower School; either because they were ready to return to a less restrictive environment, or because they completed 6th grade. 9 of these students returned to an in-district setting, while 10 moved onto another public day school.

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:

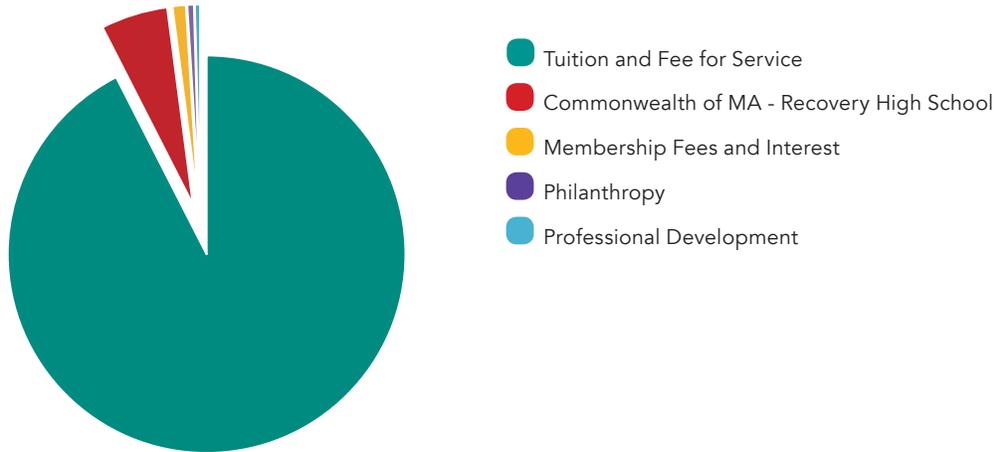
- All of the above goals were met with the exception of the development of ASOST programs.

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.

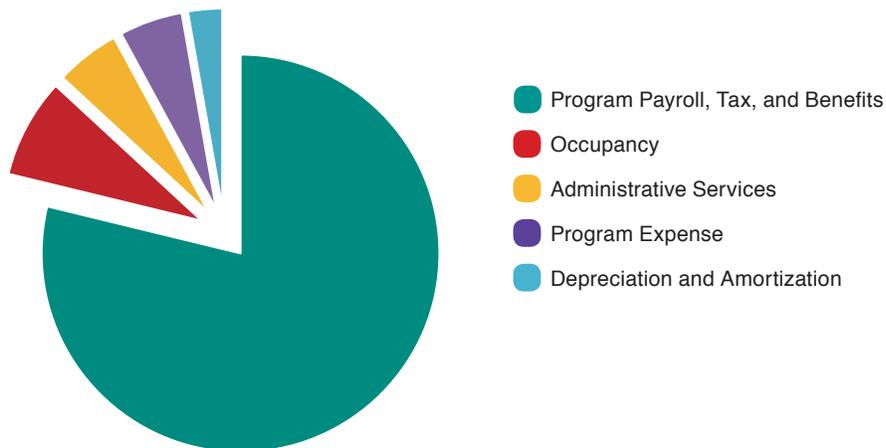
FY 2019 REVENUE SOURCES

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





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 | sseiler@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 Farragher | tfarragher@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 | eheald@nsedu.org

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



Hamilton-Wenham Regional School District

2019-2020 Interim Superintendent Goals

Julie R. Kukenberger, Ed. D.

Overview of the Interim Superintendent's Goals

Goal #1 - *District Improvement*: Effective Entry and Direction Setting

By May 2020, the interim superintendent will have a broad recognition by key stakeholder groups about the district's most critical needs and will have a widely understood process underway to identify the strategies and goals designed to address those needs most effectively, and the measure that will be used to assess progress.

Goal #2 - *District Improvement*: Maintain Momentum During Transition

By December 2019, the interim superintendent will have demonstrated the ability to keep the district moving forward during this year's transition in leadership by working with the School Committee, principals, and other district leaders to ensure that meaningful progress is made on critical district and school goals.

Goal #3 - *Professional Practice*: Participate in the New Superintendent Induction Program

By June 2020, develop skills in strategy development, data analysis, and instructional leadership by actively engaging in the first year of the New Superintendent Induction Program (NSIP).

Goal #4 - *Student Learning*: Analyze and Assess the Effectiveness of the District's Multi-tiered Support System

By June 2020, research and study the current structure of the HWRSD multi-tiered support system in order to understand how all student learning needs are being met and identify areas for improvement.



Hamilton-Wenham Regional School District

2019-2020 Interim Superintendent Goals

Julie R. Kukenberger, Ed. D.

Standards and Indicators for Effective Administrative Leadership

2019-2020 focus indicators are highlighted below and connected key actions and benchmarks

I. Instructional Leadership

- A. Curriculum
- B. Instruction
- C. Assessment
- D. Evaluation
- E. Data-Informed Decision Making
- F. Student Learning

II. Management and Operations

- A. Environment
- B. HR Management and Development
- C. Scheduling & Management Information Systems
- D. Laws, Ethics, and Policies
- E. Fiscal Systems

III. Family & Community Engagement

- A. Engagement
- B. Sharing Responsibility
- C. Communication
- D. Family Concerns

IV. Professional Culture

- A. Commitment to High Standards
- B. Cultural Proficiency
- C. Communications
- D. Continuous Learning
- E. Shared Vision
- F. Managing Conflict

Evidence of Effectiveness - *this sheet is used to capture evidence of progress toward goals, standards, and indicators highlighted above*



Hamilton-Wenham Regional School District

2019-2020 Interim Superintendent Goals

Julie R. Kukenberger, Ed. D.

Goals, Key Actions, and Benchmarks

Goal #1 - District Improvement: Effective Entry and Direction Setting

By May 2020, the interim superintendent will have a broad recognition by key stakeholder groups about the district's most critical needs and will have a widely understood process underway to identify the strategies and goals designed to address those needs most effectively, and the measure that will be used to assess progress.

Key Actions:

- All vacancies will be filled within 30 days of posting close date.
 - Assistant Superintendent of Finance and Administration- *started July 2019*
 - Director of Facilities - *started September 1, 2019*
 - Winthrop Elementary Principal - *started August 12, 2019*
 - Executive Admin. Assistant to the Superintendent - *started August 15, 2019*
 - Human Resources, Benefits, and Payroll Administrator - *started September 1, 2019*
 - Payroll Coordinator - *position reallocated*
 - District Accountant and Payroll - *started October 3, 2019*
 - Administrative Assistant to the Assistant Superintendent of Finance - *started January 2, 2020*
 - Data Manager - *started December 2, 2019*
 - Special Education Compliance Secretary - *started January 21, 2020*
- By October 1, 2019 present to the School Committee a [written Entry Plan](#), including types of evidence to be analyzed, stakeholders to be interviewed, assessment of instructional practices and district systems of support including financial management, human resources, and operations.
- By November 2019, all principals and department leaders will be pursuing a school or district improvement goal that has all of the attributes of a SMART goal including progress and outcome benchmarks.
- By January 2020, complete and present a report of Entry Findings - this will be evident through the FY21 Budget priorities presented through the [LT Tentative Budget Recommendation](#) and Formative Assessment conversation on January 22, 2020 .



Hamilton-Wenham Regional School District

2019-2020 Interim Superintendent Goals

Julie R. Kukenberger, Ed. D.

- By May 2020, propose key strategies that improve student learning and other district systems of support.
 - ECLC Grant - Multi-tiered support system
 - Special Education Case Conferences, OOD Site Visits, Case Study Analysis
 - Elementary Data Literacy Team
- By June 2020, collaborate with school committee to identify two to five student learning and district improvement goals.
- Secure stakeholder feedback about engagement, awareness, and commitment to the strategies and goals.
 - Some of this [stakeholder feedback](#) was gathered through the Superintendent Search Process

Benchmarks:

- Entry Plan/Formative Assessment presentation completed - January 22, 2020.
- Goals presented to School Committee and shared with Leadership Team are adopted.
- Results of Fall survey and one-on-one conversations of key stakeholder groups along with school visits, attendance at events, and attendance at parent groups demonstrate engagement and situational awareness.

Goal #2 - District Improvement: Maintain Momentum During Transition

By December 2019, the interim superintendent will have demonstrated the ability to keep the district moving forward during this year's transition in leadership by working with the School Committee, principals, and other district leaders to ensure that meaningful progress is made on critical district and school goals.

Key Actions:

- Complete with all principals and district administrators Steps 1 and 2 of the new Educator Evaluation Cycle (Self-Assessment; Analysis, Goal Setting, and Educator Plan Development).
 - **Standard 1-D: Evaluation, Standard IV-D: Continuous Learning**
- By the end of February, complete Formative Evaluation Conferences with each principal and district leaders.

Benchmarks:

- Completed Educator Evaluation Plan (process).



Hamilton-Wenham Regional School District

2019-2020 Interim Superintendent Goals

Julie R. Kukenberger, Ed. D.

- **Standard 1-D: Evaluation** - *not yet to NI/Developing*
- **Standard IV-D: Continuous Learning** - *proficient to exemplary*
- Log demonstrating at regular school visits and check-ins with principals.

Goal #3 - Professional Practice: Participate in the New Superintendent Induction Program

By June 2020, develop skills in strategy development, data analysis, and instructional leadership by actively engaging in the first year of the New Superintendent Induction Program (NSIP).

Key Actions:

- Attend eight daylong sessions.
- Complete all assignments.
- Consult with my assigned coach at least monthly.

Benchmarks:

- Calendar documenting attendance and contact with coach.
- Rubric rating on each assignment demonstrating proficiency.

Goal #4 - Student Learning: Analyze and Assess the Effectiveness of the District's Multi-tiered Support System

By June 2020, research and study the current structure of the HWRSD multi-tiered support system in order to understand how all student learning needs are being met and identify areas for improvement.

Key Actions:

- Study each out-of-district (OOD) placement to deeply understand the programmatic needs and assess the cost/benefit of developing instructional programs in house to decrease the number of OOD placements.
- Identify multiple sources of evidence related to student learning to assess the district's strengths and areas of
- Research [Massachusetts Plan for Equitable Access to Excellent Educators](#)
 - Access Student Learning Experience (SLE) Report

Benchmarks:



Hamilton-Wenham Regional School District

2019-2020 Interim Superintendent Goals

Julie R. Kukenberger, Ed. D.

- During the month of October, attend Data Discussions to better understand how the district using data sources to assess the district's strengths and areas for improvement.
 - **Standard 1-E Data-Informed Decision Making** - *not yet to NI/Developing*
- By January, understand the district determined measures used as benchmark assessments
- By November 15, 2019 share SLE report with HWRSD LT and SC

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2813

Voucher Date: 08/29/2019

Prepared By:

W. Capozzi

Printed: 08/29/2019 11:10:12 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$94.00 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

Assistant District Treasurer

Michelle F. Lopez
Designee

School Committee Member

Vincent Leone
Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$94.00
	\$94.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2814

Voucher Date: 08/29/2019

Prepared By:

N. Capozzi

Printed: 08/29/2019 01:59:44 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$43.00 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

Assistant District Treasurer

Michelle A. Hogan

Designee

School Committee Member

Vincent Leone

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$43.00
	\$43.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2815

Voucher Date: 09/13/2019

Prepared By: *Donald Gallant*

Printed: 09/11/2019 11:35:17 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$14,760.78 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

Mitchell B. Foy
Designee School Committee Member

Vincent Leone
Vincent Leone Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
701 CAFETERIA FUNDS	\$14,760.78
	\$14,760.78

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2816

Voucher Date: 09/13/2019

Prepared By: Donald Gallant
Printed: 09/11/2019 11:42:17 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$186,551.43 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
Mitchell G. Gagnon
Designee School Committee Member

Vincent Leone
Vincent Leone Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$179,331.37
100	PRIOR YEAR ENCUMBRANCES	\$6,024.06
202	REVOLVING FUNDS	\$49.00
301	TITLE I	\$850.00
302	94-142 IDEA 240	\$297.00
		\$186,551.43

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2817

Voucher Date: 09/13/2019

Prepared By: Donald Gallant
 Printed: 09/11/2019 11:49:01 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$197,176.44 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
Mitchell G. Anger
 Designee School Committee Member

Vincent Leone
 Vincent Leone Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$146,100.57
100	PRIOR YEAR ENCUMBRANCES	\$250.00
202	REVOLVING FUNDS	\$33,373.87
205	ATHLETIC/EXTRA CURR REVOLVING	\$7,077.00
452	CAPITAL PROJECT FY19/FY20	\$10,375.00
		\$197,176.44

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1011

Voucher Date: 08/31/2019

Prepared By:

Donald Gallant

Printed: 09/09/2019 10:02:30 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$385,989.61 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 G. Hayes
Michelle G. Hayes Designee School Committee Member

Vincent Leone
Vincent Leone Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$385,989.61
	\$385,989.61

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 6

Voucher Date: 09/13/2019

Prepared By: *Donald Gallant*

Printed: 09/11/2019 01:24:31 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$16,529.49 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 S. Higgins
Designee School Committee Member

Vincent Leone
Vincent Leone Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$16,421.93
202	REVOLVING FUNDS	\$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$32.75
301	TITLE I	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$74.81
701	CAFETERIA FUNDS	\$0.00
		\$16,529.49

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1012

Voucher Date: 09/13/2019

Prepared By:

Donald Gallant

Printed: 09/11/2019 01:20:00 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$740,744.39 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 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
001 GENERAL FUND	\$740,744.39
	\$740,744.39

SCHOOL COMMITTEE OPERATIONAL GOALS

The School Committee is responsible to the people for whose benefit the school district has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school district. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establishing practical and simple goals.
5. Conducting a concrete and periodic review of performance against these goals.

EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

The School Committee will periodically establish realistic objectives related to Committee procedures and relationships. At the end of a specified length of time, the Committee will measure its performance against the stated objectives.

The following areas of School Committee operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Communication with the public
2. School Committee - Superintendent relationships
3. School Committee member development and performance
4. Policy development
5. Educational leadership
6. Fiscal management
7. School Committee meetings
8. Performance of subcommittees of the School Committee
9. Interagency and governmental relationships

When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and Committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

SCHOOL COMMITTEE LEGAL STATUS
HOLD 06/2019
Edited 08272019

The School Committee is the governing board of the Hamilton-Wenham Regional School District. The Committee shall consist of seven (7) members elected from the towns of Hamilton and Wenham, as provided in the Regional Agreement. .

The Hamilton-Wenham Regional School Committee has autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

Established by law

LEGAL REFS.: M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees

CROSS REFS.: AA, School District Legal Status
BBA, School Committee Powers and Duties

SCHOOL COMMITTEE POWERS AND DUTIES

The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or policymaking.** The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The Committee is responsible for adoption of a budget that will enable the school district to carry out the Committee's policies.
4. **Public relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the School District.

Personnel Matters

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

LEGAL REF.: M.G.L. [71:37](#) specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.
M.G.L 71:16
M.G.L 71:16I

CROSS REF.: [BB](#), School Committee Legal Status
BDG, School Attorney

SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of their office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect their share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of the students.
7. To accept the will of the majority vote in all cases, and to remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
8. To represent the Committee and the schools to the public in a way that promotes interest and support.

9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for School Committee members.

SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the School Committee, an individual must be a registered voter in the town from which they are elected or appointed and must take an oath of office as required by law.

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on their official duties as a member of the Committee.

From the Municipal or District Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Municipal or District Clerk.

Membership on a School Committee is not limited to race, color, sex, religion, national origin, gender identity or sexual orientation.

Established by law

LEGAL REFS.: M.G.L. [30A:20](#); [41:1](#); [41:107](#); [76:5](#); 268A:27-28;

SCHOOL COMMITTEE MEMBER ETHICS

The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees, since School Committees are agencies of the state.

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

A School Committee member in his/her relations with his/her community should:

1. Realize that his/her primary responsibility is to the children.
2. Recognize that his/her basic function is to be policy making and not administrative.
3. Remember that he/she is one of a team and must abide by, and carry out, all Committees decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that he/she represents the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from his/her Committee activities.

A School Committee member in his/her relations with his/her school administration should:

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee in his/her relations with his/her fellow Committee members should:

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings.
2. Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own Committee or from members of other Committees who may be seeking help or information on school problems
5. Make decisions only after all facts on a question have been presented and discussed.

File: BDD

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

The Committee will leave to the Superintendent all matters of decision and administration that come within their scope as executive officer or as professional leader of the school district. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent may seek guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, they will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve.
 - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
 - c. The resources the School Committee will provide.
 - d. The approximate dates on which the School Committee wishes to receive major reports.
 - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
 - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.
8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

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

CROSS REF.: JIB, Student Involvement in Decision-making

SCHOOL COUNCILS

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school district.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee.

The following guidelines define the role of the school council: The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.
4. Formulation of a school improvement plan that may be implemented only after review and approval by the Superintendent.
5. At the secondary level, the School Committee shall approve the student handbook.

LEGAL REFS.: M.G.L. 71:38Q, 71:59C

SCHOOL IMPROVEMENT PLAN

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent and review of the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parent/guardian involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

SOURCE: MASC

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the Principal to the Superintendent for approval and the School Committee for review no later than July 1 of the year in which the plan is to be implemented.

Because the implementation of the plan is dependent on Superintendent approval, it is important that the school council be aware of certain expectations regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the mission of the School District and any goals and policies of the School District.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval.

SOURCE: MASC

CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Chapter 30A, Sections 18-25, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

SOURCE: MASC

SCHOOL ATTORNEY

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to them. They will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable them to offer the necessary legal advice.

Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent concludes that unusual types or amounts of professional legal service may be required, they will advise the Committee and seek either initial or continuing authorization for such service.

LEGAL REFS.: M.G.L. 71:37E; 71:37F

EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session, the section of the law dealing with the exemption and all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.

The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law states ten specific purposes for which an executive session may be held, and emphasizes that these are the only reasons for which a public body may enter executive session.

The ten purposes for which a public body may vote to hold an executive session are:

1. To discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or to discuss the discipline or dismissal or complaints or charges brought against, a member of the committee, a school department employee or student, or other individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties;
2. To conduct strategy with respect to conduct collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;

7. To comply with or act under the authority of, any general or specific law of federal grant-in-aid requirements;
8. To consider and interview applicants for employment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening. (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.);
9. To meet or confer with a mediator with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:
 - i. any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and
 - ii. no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session.
10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by the governmental body as an energy supplier.

The School Committee is not required to disclose the minutes, notes or other materials used in an executive session where the disclosure of these records may defeat the lawful purposes of the executive session. Once disclosure would no longer defeat the purposes of the executive session, however, minutes and other records from that executive session must be disclosed unless they are within an exemption to the Public Records law, or the attorney-client privilege applies. The School Committee will review its executive session minutes at least once each year to determine whether continued non-disclosure is warranted, and such determination will be included in the minutes of the next meeting. The School Committee has not performed a review to determine whether the records are subject to disclosure, it must do so prior to its next meeting or within 30 days, whichever is sooner.

LEGAL REF: M.G.L. [30A:21;30A:22](#)

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee encourages the full participation of citizens in the governmental processes associated with the education of the students in the Hamilton-Wenham Regional School District. One means of such participation occurs at the School Committee meeting. While Massachusetts Open Meeting Laws do not require that School Committee meetings in the Commonwealth be opened to public participation, this adopted policy specifies that community members in Hamilton and Wenham shall have an opportunity to present their questions, observations, and concerns to the Committee at its regular and special meetings.

In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the district's business in an orderly manner, the following rules and procedures are adopted.

I. Policy

1. At or near the opening of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The length of the entire public participation segment of the meeting shall be determined by the Committee Chair. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify himself or herself by name and address. Speakers will be allowed three (3) minutes to present their material. No citizen may speak more than once without the permission of the Chair. The presiding Chair may permit extension of this time limit.
3. Topics for discussion are limited to those items on the School Committee meeting agenda for that evening. Citizens wishing to introduce a new topic are advised to contact either the Superintendent of Schools or the Committee Chair in writing at least one week prior to the date of the meeting. However, the School Committee may choose to add to the agenda a topic proposed by a guest who wishes to address the Committee, if a majority of School Committee members at that meeting approve the agenda change.
4. At the discretion of the Chair, guests may be asked to reserve their comments until the meeting has proceeded to the point in the agenda when the relevant topic is scheduled for discussion.
5. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.

6. No person shall disrupt the proceedings of the School Committee. If, after clear warning from the Chair, a person continues to disrupt the proceedings, the Chair may order the person to withdraw from the meeting and if the person does not withdraw, the Chair may authorize a constable or other officer to remove the person from the meeting.
7. All remarks will be addressed through the Chair of the meeting.
8. Speakers may offer such objective criticisms of the school operation and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
9. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

LEGAL REF.: 30A:20(f).

REMOTE PARTICIPATION

I. Policy

1) Policy

It is the policy of the Hamilton-Wenham Regional School District to allow remote participation of members of the School Committee and any of its subcommittees or working groups (public body) at any of its meetings subject to the requirements of this policy.

The regulations of the Office of the Attorney General of Massachusetts on Remote Participation, 940 CMR 29.10 et seq., are adopted as modified to serve as the policy of the Hamilton-Wenham Regional School District.

2) Minimum Requirements for Remote Participation.

- a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;
- b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by [M.G.L. c. 30A, sec 20\(d\)](#);
- c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of [M.G.L. c. 39, sec. 23D](#)

3) Permissible Reasons for Remote Participation.

A member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in section (5), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

- a) Personal illness;
- b) Personal disability;
- c) Emergency;
- d) Military service; or
- e) Geographic distance.

4) Technology.

- a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body

member who requires TTY service, video relay service, or other form of adaptive telecommunications.

- i. telephone, internet, or satellite enabled audio or video conferencing;
 - ii. any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.
- b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
 - c) The public body shall determine which of the acceptable methods may be used by its members.
 - d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.
 - e) The amount and source of payment for any costs associated with remote participation shall be determined by the School Committee.
- 5) Procedures for Remote Participation.

Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request. If the person chairing the meeting determines that the member has previously remotely participated in two meetings within the current fiscal year, then the request shall be brought to the full public body for a participation determination as the first agenda item at the meeting. If the person chairing the meeting determines that technology necessary to enable remote participation at the meeting will not be available, then all requests for remote participation at that meeting shall be denied.

At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under section (3) for his or her remote participation. This information shall also be recorded in the meeting minutes.

All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

LEGAL REFS.: M.G.L. 30A:20D, 22; 39:23D
940 CMR 29.10 et seq.

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

In conducting all public hearings required by law, and others, as it deems advisable, the School Committee will:

1. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media.
2. Make available information on the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the Committee's policy.

The Chair or acting Chair of the Committee will preside at the hearing.

The public will be informed at the beginning of the hearing the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.

In accordance with customary hearing procedures, statements and supporting information will be presented first by the Committee, or by others for the Committee; to comment, citizens must be recognized by the Chair, and all remarks must be addressed to the Chair and be germane to the topic.

To assure that all who wish get a chance to speak, the Chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

SCHOOL COMMITTEE POLICY DEVELOPMENT

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school district. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation.

The School Committee accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the School Committee are framed, and are meant to be interpreted in terms of state law, regulations of the Massachusetts Board of Elementary and Secondary Education, and other regulatory agencies of the various levels of government.

POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda or at a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the School Committee according to the following procedures.

Readings

1. The Policy Working Group provides copies of the first draft of the proposed policy to the School Committee members for their review prior to the First Reading.
2. The First Reading is held at a School Committee meeting. Time is allowed for consideration of the proposed policy or policies as recommended by the Policy Working Group, including a response from the Superintendent, discussion by the School Committee and directions for any redrafting or approval at a First Reading.
3. If the proposed policy impacts teacher performance standards, a meeting with the collective bargaining representative is arranged in accordance with G.L. Chapter 71 § 38.
4. If the proposed policy is revised, it is presented at a School Committee meeting for a Second Reading and is discussed and adopted or rejected. Amendments to the policy at the Second Reading

will not require repetition of the sequence, unless the School Committee so directs.

5. By majority vote, the School Committee may dispense with the above sequence to meet emergency conditions.
6. After discussion, and any amendments, the School Committee takes a vote on the finalized policy.

Adoption

1. The formal adoption of a policy is recorded in the School Committee minutes. Each policy adopted supersedes any existing policies that may be in conflict with the new policy.
2. Policies will be effective on the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.
3. Adopted policies are entered into the existing policy manual (both paper based and online).
4. Copies of the policy are distributed to School Committee members, Administrators, Principals, Teacher Association Presidents, and put on the District website.

**CONFLICTS BETWEEN DISTRICT POLICY & COLLECTIVE BARGAINING
AGREEMENTS OR STATE & FEDERAL LAWS**

In the event of a conflict between a policy herein and any collective bargaining agreement, the collective bargaining agreement shall have precedence. In the event of a conflict with state or federal law, state or federal law shall have precedence.

POLICY REVISION AND REVIEW

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a three-year cycle. The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.

SCHOOL COMMITTEE REVIEW OF PROCEDURES

It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee may review the procedures developed by the Superintendent for the school district whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a procedure to have the Committee's advance approval.

Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the Superintendent is required to publish "rules and regulations 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 Dept. 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 Committee.

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

File: BGE

POLICY DISSEMINATION

The Superintendent will establish and maintain an orderly plan for preserving and making accessible the policies adopted by the School Committee and the regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Committee, and insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

The School Committee Policy Manual is a public record and will be available for inspection at the Superintendent's Office, principal's office at each school and on the Hamilton-Wenham Regional School District's Website.

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

Unless otherwise agreed to by the School Committee, all communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first-hand the Committee's deliberations on problems of staff concern.

School Committee Communications to Staff

Unless otherwise agreed to by the School Committee or the Superintendent, all official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

Reference: HWRSC Policy G7014: "Staff Complaints and Grievances" This reference will need to be edited (6/2019)

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), text messages, social media postings, internet web forums, and internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee Chair, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic mail correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS.: M.G.L.[4:7](#); [30A:18-25](#); [66:10](#)

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given or provided direct online access to the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Ethics/Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and employment contracts of School Committee appointed positions
- F. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine. The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

CROSS REF: [BBBA/BBBB](#) School Committee Member Qualifications/Oath of Office
LEGAL REF.: M.G.L. [71:36A](#)

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The School Committee shall be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REF.: M.G.L. [40:5](#)

CROSS REFS.: [BID](#), School Committee Member Compensation and Expenses
[DKC](#), Expense Reimbursements

**SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES
HOLD 6/2019 Resolved 082119**

The School Committee shall serve without compensation, except that a member of a School Committee of a city, town, regional school district or superintendency union may be compensated for their services by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which their town participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:5; 71:52

CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshops

**SCHOOL COMMITTEE LEGISLATIVE PROGRAM
HOLD 6/2019
OK 08212019**

The School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

1. The Committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The Committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the Committee's legislative program will be to seek full funding for all state and federally mandated programs.
3. The Committee will annually designate a Committee member to serve as its legislative representative. This person will be authorized to speak on the Committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the Legislature or Congress, the Committee's representative will be bound by the official positions taken by the School Committee.

SOURCE: MASC

SCHOOL COMMITTEE MEMBERSHIPS

The Committee may maintain memberships in the national, state and regional School Committees (boards) associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations, which the executive officer and Committee find to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be distributed and used to the best advantage of the Committee and the staff.

SCHOOL COMMITTEE OPERATIONAL GOALS

The School Committee is responsible to the people for whose benefit the school district has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school district. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establishing practical and simple goals.
5. Conducting a concrete and periodic review of performance against these goals.

~~SOURCE: MASC~~

~~NOTE: This category is for goals the School Committee sets for its own operations in contrast to goals set for the school district, instruction, etc. The policy may relate to the process of goal setting or may set forth the operational goals established, as in the policy above.~~

File: BAA

Formatted: Right

~~SCHOOL COMMITTEE SELF EVALUATION~~

~~The Hamilton Wenham Regional School District School Committee will periodically implement a process through which the School Committee will self evaluate the operations of the Committee to measure performance. The self evaluation will be substantially in the form of the attached survey which may be changed from time to time by a majority vote of the Committee. The Committee shall use reasonable efforts to conduct this self evaluation annually prior to town elections.~~

~~The Committee Chair shall be responsible for initiating the self evaluation process, collecting the completed surveys from members, and ensuring that the members have an opportunity to discuss the results.~~

~~Implied in the concept of self evaluation is an assumption that individuals are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, follow through, and careful assessment of results.~~

~~SOURCE: Hamilton Wenham~~

Hamilton-Wenham Regional School District

File: BAA

EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

The School Committee will periodically establish realistic objectives related to Committee procedures and relationships. At the end of a specified length of time, the Committee will measure its performance against the stated objectives.

The following areas of School Committee operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Communication with the public
2. School Committee - Superintendent relationships
3. School Committee member development and performance
4. Policy development
5. Educational leadership
6. Fiscal management
7. School Committee meetings
8. Performance of subcommittees of the School Committee
9. Interagency and governmental relationships

When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and Committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

| ~~SOURCE: MASC~~

Hamilton-Wenham Regional School District

SCHOOL COMMITTEE LEGAL STATUS
HOLD 06/2019 Dorothy would like to revisit wording
Edited 08/27/2019 – needs approval

The School Committee is the governing board of the Hamilton-Wenham Regional School District. The Committee shall consist of seven (7) members elected from the towns of Hamilton and Wenham, as provided in the Regional Agreement.

The Hamilton-Wenham Regional School Committee has autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

Established by law

SOURCE: MASC

LEGAL REFS.: M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees

CROSS REFS.: AA, School District Legal Status
BBA, School Committee Powers and Duties

~~NOTE: A statement under this code is usually statutory and informational in nature, not a "policy" in the strict sense of the word. Include under this code the number of School Committee members and the length of a regular term.~~

~~Town or city charters and ordinances often establish the composition of the School Committee and set forth provisions for the election of Committee members. Such details should be incorporated into a statement in this category. References to the pertinent section(s) of the charter or ordinances should be added to the legal references as was done with the policy above.~~

~~Regional school districts are created in accordance with state law and the regional agreement approved by the member towns. Therefore, a policy on the legal status of a regional School Committee would be different from the sample policy above. At this code, regional school districts often include the number of members elected from each town and the term of office. Pertinent sections of the regional agreement are often cited with the legal references, which, in the case of a regional school district, would include M.G.L. 71:14B and 71:16A. A policy in this area for a School Committee that is a member of a superintendency union also would vary from the above sample. A reference to M.G.L. 71:63 would be required. The cross references are to related codes in the NEPN classification system.~~

Hamilton-Wenham Regional School District

~~File: BBA~~

Formatted: Right

~~SCHOOL COMMITTEE POWERS AND DUTIES~~

~~The regional district school committee, hereinafter called the "Committee", shall have the powers, duties and limitations imposed upon it by law and by the District Agreement, which shall take precedence over any inconsistent provisions of these by laws. The Committee shall at all times be guided by the best interests of the entire District and shall act in a fair and equitable manner. The Committee shall be open to comments and suggestions from and maintain liaison with officials of the towns of Hamilton and Wenham and shall conduct its affairs in an open and ethical manner, being careful not to disenfranchise any member of the Committee or resident of the member towns.~~

~~In carrying out its responsibilities, the Committee shall act as a legislative body, delegating executive functions to the Superintendent of School. It shall act as a committee of the whole. Individual members shall make no commitment for the Committee except when commissioned to do so by the Committee.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

SCHOOL COMMITTEE POWERS AND DUTIES

The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or policymaking.** The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The Committee is responsible for adoption of a budget that will enable the school district to carry out the Committee's policies.
4. **Public relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the School District.

Personnel Matters

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

~~SOURCE: MASC July 2016~~

LEGAL REF.: M.G.L. [71:37](#) specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

~~[M.G.L 71:16](#)~~

~~[M.G.L 71:16I](#)~~

CROSS REF.: [BB](#), School Committee Legal Status
BDG, School Attorney

~~NOTE: In addition to the legal reference cited above, regional school districts should add references to M.G.L. 71:16 through 71:16I. A reference to an appropriate section(s) of regional agreement~~

Hamilton-Wenham Regional School District

SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of their office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect their share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of the students.
7. To accept the will of the majority vote in all cases, and to remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
8. To represent the Committee and the schools to the public in a way that promotes interest and support.

File: BBAA

9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for School Committee members.

~~SOURCE: MASC~~

~~NOTE: This category is often used for a statement of the duties and responsibilities of School Committee members, as well as a statement on their authority, just as was done in the above policy.~~

2 of 2

Hamilton-Wenham Regional School District

SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the School Committee, an individual must be a registered voter in the town from which they are elected or appointed and must take an oath of office as required by law.

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on their official duties as a member of the Committee.

From the Municipal or District Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Municipal or District Clerk.

Membership on a School Committee is not limited to race, color, sex, religion, national origin, gender identity or sexual orientation.

Established by law

~~SOURCE: MASC July 2016~~

LEGAL REFS.: M.G.L. [30A:20](#); [41:1](#); [41:107](#); [76:5](#); 268A:27-28;

~~NOTE: A regional school district may want to add references to its regional agreement if portions apply to the qualifications for membership on the regional School Committee.~~

~~The coding of this statement indicates that two consecutive codes in the NEPN classification system have been combined to handle statements that relate to both topics. Codes can be combined only when they appear consecutively in the classification system.~~

Hamilton-Wenham Regional School District

File: BBBC

~~SCHOOL COMMITTEE MEMBER RESIGNATION~~

Formatted: Right

~~A current School Committee member who submits a resignation to the appropriate certifying authority terminates School Committee duties at the time of such resignation unless a later time is stated in the resignation.~~

~~Should a School Committee member move out of the town or District in which he or she holds office, that member shall be deemed to have vacated the office.~~

~~Established by law~~

~~SOURCE: — MASC~~

~~LEGAL REFS.: M.G.L. 41:2; 41:109~~

File: BBBE

UNEXPIRED TERM FULFILLMENT

Formatted: Right

~~When a vacancy on the School Committee occurs for any reason, the Board of Selectmen and the remaining members of the Committee share the responsibility for filling it.~~

~~As provided in the law, the School Committee will notify the Selectmen that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.~~

~~For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.~~

~~SOURCE:— MASC~~

~~LEGAL REF.: M.G.L. 41:11~~

~~NOTE: The substance of most statements in this category is usually established by law. Certain points may be School Committee policy. City and town charters often set forth procedures for filling vacancies on the School Committee; references to these should be added, if appropriate. A regional school district should also refer to the regional agreement if portions apply.~~

Formatted: Right, Indent: Left: 0"

SCHOOL COMMITTEE MEMBER ETHICS

The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees, since School Committees are agencies of the state.

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

A School Committee member in his/her relations with his/her community should:

1. Realize that his/her primary responsibility is to the children.
2. Recognize that his/her basic function is to be policy making and not administrative.
3. Remember that he/she is one of a team and must abide by, and carry out, all Committees decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that he/she represents the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from his/her Committee activities.

A School Committee member in his/her relations with his/her school administration should:

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee in his/her relations with his/her fellow Committee members should:

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings.
2. Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own Committee or from members of other Committees who may be seeking help or information on school problems
5. Make decisions only after all facts on a question have been presented and discussed.

File: BCA

Adopted: 2/9/12

Note: The MASC Reference Manual replaces all pronouns with the third person, replacing "his/her" with "their", "he/she" with "they" (and fixing the verb where necessary), and "him/her" with "them".

SOURCE: Hamilton Wenham

2 of 2

Hamilton-Wenham Regional School District

File: BDA

~~SCHOOL COMMITTEE ORGANIZATIONAL MEETING~~

~~The Committee shall organize in each year at its first regular meeting following the annual district election and shall elect and appoint its officers in accordance with the provisions of the District Agreement. The Committee shall by majority vote make such additional internal appointments and assign responsibilities as it desires. Vacancies among the elected or appointed officials of the Committee may be filled by the Committee at any time. Incapacity shall be determined by a 2/3rds vote of the Committee as a whole.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

~~For the purpose of organizing, the School Committee, at its first regular meeting following the District's annual elections, will elect from its membership a Chair, a Vice Chair, and a clerk, all of whom will hold their respective offices for a term of one year or until a successor is elected.~~

~~In the event the Chair and Vice Chair are no longer members of the School Committee, the senior member (years served) will act as the Chair Pro Tem.~~

~~A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows:~~

- ~~— Nominations for the office of Chair will be made from the floor. The Chair will be elected by a majority roll call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.~~
- ~~1. Upon election, the new Chair will preside, calling for the election of a Vice Chair and clerk, in order. The procedure used for their election will be the same as that for electing the Chair.~~

~~Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above. Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.~~

SOURCE: ~~— MASC~~

~~**NOTE: Include under this code the date of the organizational meeting and important details concerning election of officers: who presides during election of Chair; how nominations are made; means of voting; specifics on the vote required for election. Here also is a place for statements on resignations and removal of School Committee officers from office and filling vacancies in office mid-term. (The latter applies to offices, not Committee membership.) In some cities the mayor serves as Chair of the School Committee; this should be included here. References to any applicable sections in a town or city charter should be added. Regional school districts should cite M.G.L. 71:16A; a School Committee participating in a superintendency union should cite M.G.L. 71:63 and correct the content of this policy in accordance with requirements of that section of the law.**~~

SCHOOL COMMITTEE OFFICERS

~~Chairperson—The chairperson shall be and perform the duties of the chairman as prescribed in Chapter 71, Section 16A of the General Laws and the District Agreement, shall preside at all Committee meetings, shall sign for the District legal documents and contracts which have been authorized by the Committee and shall perform such other duties as the Committee may determine. The chairperson shall be entitled to vote on all matters.~~

~~At public presentation and at meetings with town officials or others at which the chairperson is present in his or her official capacity, the chairperson shall not represent or advocate any position other than the majority Committee position.~~

~~Vice Chairperson—The vice Chairperson shall exercise the powers and perform the duties of the Chairperson in the absence or incapacity of the Chairperson. Incapacity shall be determined by 2/3rds vote of the Committee as a whole.~~

~~Secretary—The secretary shall be responsible for the accuracy of the record of all School Committee business. However, the actual recording, preparation and distribution of minutes may be delegated to the Clerk for the School Committee. The Secretary shall perform the duties specified in the District Agreement and required by law and shall faithfully attest to the actions of the Committee as required.~~

~~Assistant Secretary—The assistant secretary shall exercise the powers and perform the duties of the secretary in the absence or incapacity of the secretary.~~

~~Treasurer—The treasurer, who need not be a member of the Committee, shall be appointed annually by the School Committee. In accordance with general accounting practices, the treasurer may authorize and sign checks for operating expenses of the district. The Treasurer shall receive and take charge of all monies paid to the District or the Committee, and shall deposit the same in such banks as authorized by the Committee. He/she shall render reports of all receipts and disbursements. The treasurer shall sign approved bonds and notes of the District as required by law. He/she will perform all duties required by the Regional Agreement. The Treasurer and the Assistant Treasurer may be compensated by the District. The Treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts (MGL Chapter 41, Sections 35 and 109A).~~

~~Assistant Treasurer—The assistant treasurer, who need not be a member of the Committee, shall act in the absence or incapacity of the treasurer. In accordance with general accounting practices, the assistant treasurer may authorize and sign checks for operating expenses of the district. The assistant treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts. In the absence of the treasurer, the assistant treasurer shall perform the duties of the treasurer and shall have the powers and be subject to the requirements and penalties applicable to the treasurer.~~

~~File: BDB~~

Formatted: Right

~~Superintendent of Schools—The superintendent of schools shall act as the executive officer of the Committee. In addition to the duties as specified by law and by the position description adopted by the Committee, the superintendent shall maintain the permanent records of the Committee and shall be custodian of the district seal.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton Wenham~~

~~2 of 2~~

Hamilton-Wenham Regional School District

SCHOOL COMMITTEE OFFICERS

Duties of the Chair

The Chair of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. They will perform those duties that are consistent with their office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

- 0. ~~Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.~~
 - 0. ~~Consult with the Superintendent in the planning of the Committee's agendas.~~
 - 0. ~~Confer with the Superintendent on crucial matters that may occur between Committee meetings.~~
 - 0. ~~Appoint subcommittees, subject to Committee approval.~~
 - 0. ~~Call special meetings of the Committee as found necessary.~~
 - 0. ~~Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.~~
 - 0. ~~Be responsible for the orderly conduct of all Committee meetings.~~
- As presiding officer at all meetings of the Committee, the Chair will:
- 0. ~~Call the meeting to order at the appointed time.~~
 - 0. ~~Announce the business to come before the Committee in its proper order.~~
 - 0. ~~Enforce the Committee's policies relating to the order of business and the conduct of meetings.~~
 - 0. ~~Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.~~
 - 0. ~~Explain what the effect of a motion would be if this is not clear to members.~~
 - 0. ~~Restrict discussion to the question when a motion is before the Committee.~~
 - 0. ~~Answer all parliamentary inquiries.~~
 - 0. ~~Put motions to a vote, stating definitely and clearly the vote and result thereof.~~

File: BDB

Duties of the Vice-Chair

The Vice-Chair of the Committee will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to them.

Clerk

The clerk will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

SOURCE: — MASC

LEGAL REF.: M.G.L. 71:36

Note: The treasurer of the town serves as treasurer of the School Committee.

~~Note: This category is for statements about officers the School Committee elects from its own membership. Policies relating to officials that the Committee appoints from outside its membership are properly filed under code BDC. (Codes BDB and BDC can be combined as BDB/BDC, covering the double term School Committee Officers/Appointed Officials.)~~

~~If your School Committee elects a treasurer from its membership, the duties of that officer should be included here. If a treasurer is elected and is not a member of the Committee, refer to the paragraph directly above for coding suggestions. When the town treasurer serves as the Committee's treasurer, an editorial note could be added to the policy, as was done in the sample above. Regional school districts are required to appoint a treasurer; the duties of that office should be included and M.G.L. 71:16A should be cited.~~

~~City or towns charters often address this topic. References to pertinent sections of a charter should be added as legal references.~~

2 of 2

File: BDD

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

The Committee will leave to the Superintendent all matters of decision and administration that come within their scope as executive officer or as professional leader of the school district. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent may seek guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, they will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

| **SOURCE:** MASC July 2016

~~File: BDE/BDF~~

Formatted: Right

~~WORKING GROUP ORGANIZATION~~

~~Special working groups, which may include non-Committee members, may be organized with the approval of the Committee to advise the Committee but shall not determine policy or act without the authority of the Committee. Working groups shall be authorized annually with specific charge. Special working groups must comply with the Open Meeting Law, MGL c. 30A, Sec. 18-25.~~

~~The appointment of working group members shall be made annually by majority vote of the Committee.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committee shall appoint members to subcommittees at their annual organizational meeting for a period of one year. ~~These subcommittees may be created for a specific purpose and to make recommendations for Committee action.~~

- ~~0. The subcommittee will be established through action of the Committee.~~
- ~~0. The Committee Chair, subject to approval by the Committee, will appoint the subcommittee chair and its members.~~
- ~~0. The subcommittee will be provided with a list of its functions and duties.~~
- ~~0. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.~~
- ~~0. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.~~

~~SOURCE: MASC~~

~~LEGAL REF.: M.G.L. 30A:18-25~~

~~CROSS REF.: BEC, Executive Sessions~~

~~NOTE: Include in this category statements on Committees made up of School Committee members (but not advisory committees to the School Committee).~~

~~The cross reference on the above policy is to a related policy in this manual. The open meeting law, and its exceptions, applies to both School Committee meetings and meetings of the subcommittees of the School Committee; thus this cross-reference is necessary.~~

~~If School Committee policy permits standing subcommittees, the current standing subcommittees should be included in the policy, and regulations may be needed on their duties and operations. Or, the duties of specific Committees sometimes are included as an informational document coded BDE-E.~~

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve.
 - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
 - c. The resources the School Committee will provide.
 - d. The approximate dates on which the School Committee wishes to receive major reports.
 - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
 - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.
8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

File: BDF

9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

~~SOURCE: MASC~~

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

CROSS REF.: JIB, Student Involvement in Decision-making

~~NOTE: This category is for filing a general policy on advisory committees made up entirely or largely of non-school personnel. Supporting regulations may be needed.~~

~~If there is a general staff advisory committee for making all types of recommendations to the School Committee, statements about the advisory committee would be filed in ABB (Also GBB), Staff Involvement in Decision making. However, statements about staff committees that function in special areas, or groups composed only of administrators, are better filed elsewhere and cross referenced from here or from ABB, as appropriate.~~

~~The cross-reference on the above policy is to a closely related topic, which pertains to the student advisory committee required by law.~~

2 of 2

Hamilton-Wenham Regional School District

SCHOOL COUNCILS

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school district.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee.

The following guidelines define the role of the school council: The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.
4. Formulation of a school improvement plan that may be implemented only after review and approval by the Superintendent.
- 4.5. At the secondary level, the School Committee shall approve the student handbook.

SOURCE: ~~MASC~~

LEGAL REFS.: M.G.L. 71:38Q, 71:59C

Hamilton-Wenham Regional School District

SCHOOL IMPROVEMENT PLAN

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent and review of the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parent/guardian involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

SOURCE: MASC

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the Principal to the Superintendent for approval and the School Committee for review no later than July 1 of the year in which the plan is to be implemented.

Because the implementation of the plan is dependent on Superintendent approval, it is important that the school council be aware of certain expectations regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the mission of the School District and any goals and policies of the School District.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval.

SOURCE: MASC

CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Chapter 30A, Sections 18-25, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

SOURCE: MASC

SCHOOL ATTORNEY

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to them. They will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable them to offer the necessary legal advice.

~~A decision to seek legal advice or assistance on behalf of the school district will be made by the Committee. The Superintendent may also take such action at the direction of the Committee.~~

Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent concludes that unusual types or amounts of professional legal service may be required, they will advise the Committee and seek either initial or continuing authorization for such service.

~~The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek their services to counsel and represent the school district at various times.~~

~~SOURCE: MASC~~

LEGAL REFS.: M.G.L. 71:37E; 71:37F

~~NOTE: Town or city charters often state that the town counsel or city solicitor will provide certain services for the School Committee. References to such sections(s) of a charter should be added to the legal references. In addition, it is important that a School Committee establish guidelines for access to legal counsel by individual members. In most cases this is allowed only with prior approval of the whole Committee.~~

~~File: BE~~

~~**SCHOOL COMMITTEE MEETINGS**~~

Formatted: Right

~~The School Committee will transact all business at official meetings of the Committee. These may be either regular or special meetings, defined as follows:~~

- ~~1. **Regular meeting:** the usual official legal action meeting, held regularly~~
- ~~2. **Special meeting:** an official legal action meeting called between scheduled regular meetings to consider specific topics.~~

Formatted: Right, No bullets or numbering, No widow/orphan control

Formatted: Right, Indent: Left: 0", First line: 0"

~~Every meeting of the School Committee, regular or special, will be open to the public unless an executive session is held in accordance with state law.~~

Formatted: Right, No bullets or numbering, No widow/orphan control

Formatted: Right

~~SOURCE: MASC~~

~~LEGAL REFS.: M.G.L. 30A:18-25~~

~~CROSS REFS.: BEC, Executive Sessions
BEDA, Notification of School Committee Meetings~~

~~**NOTE: The above policy covers both regular and special meetings and thus is filed under the general term School Committee Meetings, code BD. More extensive policies on regular and special meetings might be separated and filed under the codes pertaining to each type, BEA and BEB, respectively.**~~

Formatted: Right, Indent: Left: 0"

~~The cross references are to codes in which information directly related to School Committee meetings is filed in this manual.~~

Formatted: Right

File: BEA

REGULAR BOARD MEETINGS

~~Regular meetings will be held at least two times per month during the academic school year at such times and places as the Committee shall from time to time determine. The School Committee will approve a tentative schedule of meetings for the coming year by the first School Committee meeting in June. Regular meetings falling on holidays will not be held unless the Committee votes to do so, in which event the meeting shall be held on a date on which the Committee may lawfully act. Notice of all meetings shall be given in accordance with the provisions of M.G.L. c. 30A, Sec. 18 25. In addition to the notice required by law, notice of any change in the time, place or date of regular meeting shall be communicated by the Secretary or designee to any members of the Committee who may have been absent from the meeting at which such change was made.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton Wenham~~

File: BEB

SPECIAL BOARD MEETINGS

~~Special meetings may be called by the chairperson and the superintendent acting jointly and shall be called by either of them upon the request of three members. In addition to the notice required by law, a notice of all special meetings shall be given to each member of the Committee at least 48 hours prior to the time scheduled for the meeting. Under emergency situations, special meetings may be held with less than 48 hours' notice provided that 2/3rds of all the members of the Committee agree and are present at such special meeting.~~

~~Notice of every special meeting shall indicate the matters to be considered thereat and no other business shall be acted upon thereat, except by a 2/3rds vote of those members present.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton Wenham~~

File: BEC

Hamilton-Wenham Regional School District

Formatted: Right, Line spacing: Exactly 12 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Line spacing: Exactly 12 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Right, Line spacing: Exactly 12 pt, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session, the section of the law dealing with the exemption and all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.

The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law states ten specific purposes for which an executive session may be held, and emphasizes that these are the only reasons for which a public body may enter executive session.

The ten purposes for which a public body may vote to hold an executive session are:

1. To discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or to discuss the discipline or dismissal or complaints or charges brought against, a member of the committee, a school department employee or student, or other individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties;
2. To conduct strategy with respect to conduct collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;

1 of 2

File: BEC

7. To comply with or act under the authority of, any general or specific law of federal grant-in-aid requirements;
8. To consider and interview applicants for employment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening. (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.);
9. To meet or confer with a mediator with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:
 - i. any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and
 - ii. no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session.
10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by the governmental body as an energy supplier.

The School Committee is not required to disclose the minutes, notes or other materials used in an executive session where the disclosure of these records may defeat the lawful purposes of the executive session. Once disclosure would no longer defeat the purposes of the executive session, however, minutes and other records from that executive session must be disclosed unless they are within an exemption to the Public Records law, or the attorney-client privilege applies. The School Committee will review its executive session minutes at least once each year to determine whether continued non-disclosure is warranted, and such determination will be included in the minutes of the next meeting. The School Committee has not performed a review to determine whether the records are subject to disclosure, it must do so prior to its next meeting or within 30 days, whichever is sooner.

LEGAL REF: M.G.L. [30A:21:30A:22](#)

~~SOURCE: Hamilton-Wenham~~

2 of 2

Hamilton-Wenham Regional School District

EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

- ~~0. The Committee will first convene in an open session for which due notice has been given.~~
- ~~0. The Chair (or, in their absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.~~
- ~~0. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.~~
- ~~0. The Chair or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.~~

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:

- ~~1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request.~~
- ~~2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.~~
- ~~3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.~~
- ~~4. The deployment of security personnel or devices.~~
- ~~5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.~~
- ~~6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.~~
- ~~7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.~~
- ~~8. And to consider and interview applicants for employment by a preliminary screening committee (The only position that the School Committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.~~

- ~~9. To meet or confer with a mediator with respect to any litigation or public business.~~
- ~~10. To discuss trade secrets or confidential competitively sensitive or other proprietary information conducted by a governmental body as an energy supplier.~~

~~(In the first case, an open meeting will be held if the individual involved so requests.)~~

~~Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session.~~

~~The School Committee Chair and the Superintendent will review executive session minutes for possible declassification on, at least, a quarterly basis and, if necessary, will consult with legal counsel. The School Committee Chair will bring minutes recommended for declassification to the School Committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes.~~

~~When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.~~

~~All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.~~

~~Established by law and Committee policy.~~

~~SOURCE: MASC~~

~~LEGAL REFS.: M.G.L. 30A:21; 30A:22~~

~~CROSS REFS.: BDE, Subcommittees of the School Committee
BE, School Committee Meetings
KEB, Public Complaints about School Personnel~~

~~**NOTE: The School Committee that adopted this policy incorporated the substance of state law on executive sessions into its policy. However, a more general statement on executive sessions could be adopted by a School Committee and an extract from the law on executive sessions could be included in the manual as an exhibit document coded BEC-E.**~~

File: BEDA

~~NOTIFICATION OF SCHOOL COMMITTEE MEETINGS~~

~~As required by law, a minimum of 48 hours' advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."~~

~~Notification of the dates, times, and places of regular meetings may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.~~

~~SOURCE: MASC July 2016~~

~~LEGAL REFS.: M.G.L. 30A:18-25~~

~~CROSS REF.: BE, School Committee Meetings~~

~~NOTE: Notification to the public as well as to School Committee members can be included under this code.~~

File: BEDB

SCHOOL COMMITTEE AGENDA

~~The agenda and supporting information shall be prepared by the superintendent, in consultation with the chairperson, and shall be provided to each committee member sufficiently in advance of the meeting to allow for study. Any committee member may place an item on the agenda by notifying the Superintendent or Chairperson in advance of its being assembled for distribution.~~

~~The agenda must be posted at least 48 hours in advance of the meeting excluding Saturday, Sundays, and legal holidays. The notice shall be printed in legible, easily understandable format and shall contain the date, time, meeting location and a listing of topics the chair reasonable anticipates will be discussed at the meeting. In an emergency, the meeting notice may be posted as soon as reasonably possible prior to the meeting.~~

~~The agenda shall show all tabled and principal pending items.~~

~~The superintendent shall be given the opportunity to make recommendations on all issues to be voted upon by the Committee.~~

Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18

SOURCE: Hamilton Wenham

Hamilton-Wenham Regional School District

File: BEDB

~~AGENDA FORMAT~~

~~The Superintendent, conferring with the Chair of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.~~

~~The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.~~

~~Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chair of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.~~

~~The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.~~

~~The agenda, together with supporting materials, will be distributed to School Committee members no less than three business days prior to the meeting to permit adequate time to prepare for the meeting.~~

~~Agendas will be posted and made available to the press.~~

~~SOURCE: MASC July 2016~~

~~CROSS REFS: BEDH, Public Comment at School Committee Meetings~~

~~**NOTE: When a Committee has a policy on agenda format such as the one above, a "customary order of business" or a listing of business to be accomplished at each meeting (regardless of order) is often included in the manual as an informational document.**~~

SCHOOL COMMITTEE AGENDA

~~The regular meetings of the School Committee should include:~~

- ~~• Call to Order~~
- ~~• Opportunity for Public Comment~~
- ~~• Reports & Communications~~
- ~~• Old Business~~
- ~~• New Business~~
- ~~• Approval of Minutes~~
- ~~• Adjournment~~

~~The chairperson shall have the authority to deviate from the normal order of business in order to give priority time to items and to accommodate guest. Any such decision or other parliamentary decision by the chair may be overruled by a majority of the Committee present.~~

~~The Chair may add to the agenda items that he/she did not reasonable anticipate needed to be discussed at the meeting. No item not on the agenda, except for brief informative comments, may be introduced for Committee action unless agreed to by 2/3rds vote of those present.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

AGENDA FORMAT

~~At regular meetings, the following will be the customary order of business:~~

- ~~0. Call to order~~
- ~~0. Roll call of Committee members~~
- ~~0. Approval of minutes~~
- ~~0. Payment of bills, financial report~~
- ~~0. Delegations, visitors, etc.~~
- ~~0. Communications~~
- ~~0. Reports and recommendations of the Superintendent~~
- ~~0. Unfinished business~~
- ~~0. New business~~
- ~~0. Reports of special committees~~
- ~~0. Recommendations or questions from individual Committee members~~
- ~~0. Adjournment~~

~~SOURCE: MASC~~

~~File: BEDC~~

QUORUM

Formatted: Right

~~A quorum for the transaction of business shall be a majority of the members of the Committee. A meeting may not be convened without a quorum.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: BEDD

RULES OF ORDER

~~Robert's Rules of Order shall govern the Committee proceedings except when those rules are in conflict with these by laws.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton Wenham~~

File: BEDD

RULES OF ORDER

~~Robert's Rules of Order, Newly Revised will govern the proceedings of the Committee, except when those rules are in conflict with the Committee's approved policies and regulations.~~

~~In accordance with Robert's Rules, the Committee may suspend parliamentary rules of order by a two-thirds vote.~~

~~SOURCE: MASC~~

~~**NOTE: Also include under this code any rules of order, in addition to Robert's Rules, that the Committee has adopted.**~~

Hamilton-Wenham Regional School District

~~File: BEDF~~

~~VOTING METHOD~~

~~Open meeting~~

~~Votes of the School Committee will be taken by voice vote or a hand count and shall be recorded in the minutes. If the vote is unanimous only that fact need be recorded. No vote taken at an open session shall be by secret ballot.~~

~~All actions will require a majority vote of all members present and voting except as state law, Robert's Rules of Order, Newly Revised, or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.~~

~~A two-thirds vote will be required to suspend parliamentary rules of order.~~

~~Executive Session~~

~~A majority of the members of the School Committee must vote to enter into executive session, with the vote taken by roll call and recorded in the official minutes.~~

~~All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions. Any votes taken to ratify employment contracts or collective bargaining agreements shall be taken in open session.~~

~~SOURCE: — MASC~~

~~Updated July 2012~~

~~LEGAL REFS.: — M.G.L. 30A:18-25; 71:42; 71:50~~

~~**NOTE: It is useful to include in a policy on voting method the types of actions that require more than a simple majority vote of the School Committee.**~~

~~**If sections of a town or city charter apply, the appropriate references should be added to the legal references.**~~

Formatted: Right, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers, Pattern: Clear (White)

File: BEDG

MINUTES

The agenda and approved minutes of open sessions of all Committee meetings shall be public documents and open for inspection by the public as required by law and placed on the District website. They shall be distributed to such other persons as the committee from time to time determines.

All votes taken in Executive Session shall be recorded roll call votes and shall be part of the record of the Executive Sessions. Minutes of Executive Sessions held in compliance with the Open Meeting Law, the recording or other materials used in the preparation of such minutes and all documents and exhibits used at the session may be withheld from disclosure to the public in their entirety as long as publication may defeat the lawful purposes of the executive session, but no longer. Minutes and related material involving litigation, negotiations, or bargaining position of the School Committee must be disclosed if the litigation, negotiation, or collective bargaining position of the School Committee is no longer jeopardized by the disclosure.

The Committee, the Chair or its designee must at reasonable intervals review the executive session meetings to determine if the provisions of Section 30A Section 22 warrant continued non-disclosure. The determination as to whether the executive session minutes should remain confidential shall be announced at the School Committee's next meeting and included in the minutes of the public meeting.

If the Committee received a request to inspect or copy executive session minutes, the Committee must respond to the request within ten (10) days of receipt of the request and shall release the minutes not covered by the confidentiality exemption under Section 21 f., if the Committee or its designee has not reviewed the minutes, the Committee, the Committee Chair or its designee must review the minutes and release the non-exempt minutes or portion of the minutes within thirty days or the next School Committee meeting whichever occurs first.

Any meeting of the Committee may be adjourned to any succeeding day by vote of a majority of the Committee in attendance of the meeting.

The minutes of the meeting shall include the Aye and Nay votes and abstentions on the items voted on. Names of those voting in the minority and abstaining shall be so recorded on all main motions and amendments to main motions. There shall be no votes by secret ballot.

Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18

SOURCE: Hamilton-Wenham

File: BEDG

MINUTES

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.

Hamilton-Wenham Regional School District

Minutes will include:

- 0. ~~The date, time, place, the members present or absent, annotated as to arrival and departure times; if during the meeting, a summary of each subject, and a list of documents and exhibits used at the meeting;~~
- 0. ~~A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.~~
- 0. ~~Notation of formal adjournment.~~

~~Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved. Minutes of all meetings shall be created and approved in a timely manner which is defined in regulation as within the next 3 meetings of the body or within 30 days, whichever is later.~~

~~The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.~~

SOURCE: ~~MASC, July 2018~~

LEGAL REFS.: ~~M.G.L. 30A:22; 66:10; 940 CMR 29.00~~

CROSS REF.: ~~KDB, Public's Right to Know; BEC, Executive Session~~

~~**NOTE: Specific comments and/or discussion should only be included in the minutes as a result of a vote of the Committee. The minutes are not a transcript of the meeting. Documents used during a School Committee meeting become part of the official record and must be maintained, based upon their content, in accordance with the Commonwealth's Municipal Public Records Retention Schedule.**~~

Hamilton-Wenham Regional School District

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee encourages the full participation of citizens in the governmental processes associated with the education of the students in the Hamilton-Wenham Regional School District. One means of such participation occurs at the School Committee meeting. While Massachusetts Open Meeting Laws do not require that School Committee meetings in the Commonwealth be opened to public participation, this adopted policy specifies that community members in Hamilton and Wenham shall have an opportunity to present their questions, observations, and concerns to the Committee at its regular and special meetings.

In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the district's business in an orderly manner, the following rules and procedures are adopted.

I. Policy

1. At or near the opening of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The length of the entire public participation segment of the meeting shall be determined by the Committee Chair. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify himself or herself by name and address. Speakers will be allowed three (3) minutes to present their material. No citizen may speak more than once without the permission of the Chair. The presiding Chair may permit extension of this time limit.
3. Topics for discussion are limited to those items on the School Committee meeting agenda for that evening. Citizens wishing to introduce a new topic are advised to contact either the Superintendent of Schools or the Committee Chair in writing at least one week prior to the date of the meeting. However, the School Committee may choose to add to the agenda a topic proposed by a guest who wishes to address the Committee, if a majority of School Committee members at that meeting approve the agenda change.
4. At the discretion of the Chair, guests may be asked to reserve their comments until the meeting has proceeded to the point in the agenda when the relevant topic is scheduled for discussion.
5. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.

File: BEDH

6. No person shall disrupt the proceedings of the School Committee. If, after clear warning from the Chair, a person continues to disrupt the proceedings, the Chair may order the person to withdraw from the meeting and if the person does not withdraw, the Chair may authorize a constable or other officer to remove the person from the meeting.
7. All remarks will be addressed through the Chair of the meeting.
8. Speakers may offer such objective criticisms of the school operation and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
9. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

~~I. Procedures & Financial Implications~~

~~0. Whenever appropriate, the Chair may choose to outline these policies at the outset of a school committee meeting.~~

~~0. There are no financial implications associated with this policy.~~

LEGAL REF.: 30A:20(f).

~~Adopted: 1/21/99
Reviewed: 1/5/12~~

~~SOURCE: Hamilton-Wenham~~

2 of 2

Hamilton-Wenham Regional School District

~~PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS~~

~~All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.~~

~~The School Committee desires citizens of the District to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.~~

~~In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:~~

- ~~0. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chair shall determine the length of the public participation segment.~~
- ~~0. Speakers will be allowed three (3) minutes to present their material. The presiding Chair may permit extension of this time limit.~~
- ~~0. Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening.~~
- ~~0. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.~~
- ~~0. All remarks will be addressed through the Chair of the meeting.~~
- ~~0. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.~~
- ~~0. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.~~

SOURCE: MASC July 2016

GUIDELINES FOR PUBLIC COMMENT

General

All regular and special meetings of the School Committee shall be open to the public. These meetings are business meetings held in public settings. The public is excluded from valid executive sessions pursuant to the Open Meeting Law.

The School Committee will generally set aside a period of time at each regular meeting to hear from the public about issues that affect the District and are within the scope of the School Committee's responsibilities. Special meetings will generally not include such period of time unless specifically called to solicit public input.

If the School Committee believes that an issue requires a dialogue with the District community, the School Committee may schedule a separate public hearing on that open issue.

The School Committee welcomes individuals in the District to attend its open meetings so that they may become better acquainted with the operations and programs of our local public schools. However, pursuant to M.G.L. Chapter 30A Section 20(f), an individual is not permitted to disrupt a meeting of a public body and at the request of the chair, all members of the public shall remain silent. If, after clear warning, person continues to be disruptive, the chair may order the individual to leave the meeting and, if the person does not leave, the chair may authorize a constable or other officer to remove the person.

Written Request to Make a Presentation Before the School Committee

Any individual, who wishes to make a presentation to the School Committee on an item that is within the scope of the Committee's responsibilities, may request that item be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements that explain the scope and intent of the agenda item. The Chair of the Committee and the Superintendent will determine whether or not to place an item on the agenda and, if the item is to be taken up, they will also determine where to place an item on the agenda and all parameters to be required of the presenter.

If a group of individual's wishes to make a presentation to the School Committee on an item that is within the scope of the School Committee's responsibilities, it should designate one member of the group to act as the spokesperson and follow the above procedure.

Public Comment

0. Public comment shall be for a period of not more than 20 minutes and shall generally follow the opening of the meeting. It is within the Chairman's authority to recognize one spokesperson for each group who wishes to speak. The School Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.

1 of 2

File: BEDH E

- ~~0. Individuals wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes unless specifically authorized by the Chair. No person may speak more than once without permission of the Chair. All persons shall speak to the full Committee through the Chair and shall not address individual members of the School Committee or administrators.~~
- ~~0. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.~~
- ~~0. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.~~
- ~~0. Individuals may offer such objective criticisms of the school operations and programs that concern them, but in public session the School Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.~~

~~Adopted: 3/20/14
Reviewed: 4/27/17~~

~~SOURCE: Hamilton Wenham~~

2 of 2

Hamilton-Wenham Regional School District

GUIDELINES FOR PUBLIC COMMENT

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter 30A Section 20(f) governs public participation at open meetings covering all public bodies.

Chapter 30A:20 [Notice, Remote Participation, Public Participation, Certification]

(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore, the Committee has set aside a period of time at each School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to them and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and if the item is to be taken up they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

Here are the general rules for the Committee's public comment period:

1. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.

File: BEDH-E

~~4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.~~

~~SOURCE: MASC~~

2 of 2

Hamilton-Wenham Regional School District

REMOTE PARTICIPATION

I. Policy

1) Policy

It is the policy of the Hamilton-Wenham Regional School District to allow remote participation of members of the School Committee and any of its subcommittees or working groups (public body) at any of its meetings subject to the requirements of this policy.

The regulations of the Office of the Attorney General of Massachusetts on Remote Participation, 940 CMR 29.10 et seq., are adopted as modified to serve as the policy of the Hamilton-Wenham Regional School District.

2) Minimum Requirements for Remote Participation.

- a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;
- b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by [M.G.L. c. 30A, sec 20\(d\)](#);
- c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of [M.G.L. c. 39, sec. 23D](#)

3) Permissible Reasons for Remote Participation.

A member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in section (5), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

- a) Personal illness;
- b) Personal disability;
- c) Emergency;
- d) Military service; or
- e) Geographic distance.

4) Technology.

- a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body

File: BEDL

member who requires TTY service, video relay service, or other form of adaptive telecommunications.

- i. telephone, internet, or satellite enabled audio or video conferencing;
 - ii. any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.
- b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
 - c) The public body shall determine which of the acceptable methods may be used by its members.
 - d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.
 - e) The amount and source of payment for any costs associated with remote participation shall be determined by the School Committee.

5) Procedures for Remote Participation.

Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request. If the person chairing the meeting determines that the member has previously remotely participated in two meetings within the current fiscal year, then the request shall be brought to the full public body for a participation determination as the first agenda item at the meeting. If the person chairing the meeting determines that technology necessary to enable remote participation at the meeting will not be available, then all requests for remote participation at that meeting shall be denied.

At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under section (3) for his or her remote participation. This information shall also be recorded in the meeting minutes.

All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

2 of 3

File: BEDL

~~I.— Policy Review and Revision~~

~~This policy shall be reviewed one year after its adoption to determine the future suitability of its provisions.~~

LEGAL REFS.: M.G.L. 30A:20D, 22; 39:23D
940 CMR 29.10 et seq.

~~Policy Review: September 28, 2017~~
~~Approved: October 19, 2017~~

~~SOURCE: Hamilton Wenham~~

3 of 3

Hamilton-Wenham Regional School District

File: BEE

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

In conducting all public hearings required by law, and others, as it deems advisable, the School Committee will:

1. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media.
2. Make available information on the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the Committee's policy.

The Chair or acting Chair of the Committee will preside at the hearing.

The public will be informed at the beginning of the hearing the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.

In accordance with customary hearing procedures, statements and supporting information will be presented first by the Committee, or by others for the Committee; to comment, citizens must be recognized by the Chair, and all remarks must be addressed to the Chair and be germane to the topic.

To assure that all who wish get a chance to speak, the Chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

~~Adopted: 12/5/13~~
~~Reviewed: 4/27/17~~

~~SOURCE: MASC/Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: BG

SCHOOL COMMITTEE POLICY DEVELOPMENT

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school district. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation.

The School Committee accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the School Committee are framed, and are meant to be interpreted in terms of state law, regulations of the Massachusetts Board of Elementary and Secondary Education, and other regulatory agencies of the various levels of government.

~~SOURCE: — MASC~~

~~NOTE: One of the first policy needs of a School Committee is a policy, or set of policies, on policy development. The policy above is one of a set of policies adopted by a Massachusetts School Committee.~~

Hamilton-Wenham Regional School District

POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda or at a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the School Committee according to the following procedures.

Readings

1. The Policy Working Group provides copies of the first draft of the proposed policy to the School Committee members for their review prior to the First Reading.
2. The First Reading is held at a School Committee meeting. Time is allowed for consideration of the proposed policy or policies as recommended by the Policy Working Group, including a response from the Superintendent, discussion by the School Committee and directions for any redrafting or approval at a First Reading.
3. If the proposed policy impacts teacher performance standards, a meeting with the collective bargaining representative is arranged in accordance with G.L. Chapter 71 § 38.
4. If the proposed policy is revised, it is presented at a School Committee meeting for a Second Reading and is discussed and adopted or rejected. Amendments to the policy at the Second Reading will not require repetition of the sequence, unless the School Committee so directs.
5. By majority vote, the School Committee may dispense with the above sequence to meet emergency conditions.
6. After discussion, and any amendments, the School Committee takes a vote on the finalized policy.

Adoption

1. The formal adoption of a policy is recorded in the School Committee minutes. Each policy adopted supersedes any existing policies that may be in conflict with the new policy.
2. Policies will be effective on the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.
3. Adopted policies are entered into the existing policy manual (both paper based and online).
4. Copies of the policy are distributed to School Committee members, Administrators, Principals, Teacher Association Presidents, and put on the District website.

~~Adopted: 9/18/13~~
~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

~~POLICY ADOPTION~~

~~Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.~~

~~To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following sequence:~~

- ~~0. Information item – distribution with agenda~~
- ~~0. Discussion item – reading of the proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; Committee discussion and directions for any redrafting~~
- ~~0. Action item – discussion, adoption or rejection.~~

~~Amendments to the policy at the action stage will not require repetition of the sequence, unless the Committee so directs.~~

~~The School Committee may dispense with the above sequence to meet emergency conditions.~~

~~Policies will be effective upon the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.~~

~~SOURCE: MASC~~

~~**NOTE: Except in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.**~~

File: BGBA

CONFLICTS BETWEEN DISTRICT POLICY & COLLECTIVE BARGAINING AGREEMENTS OR STATE & FEDERAL LAWS

In the event of a conflict between a policy herein and any collective bargaining agreement, the collective bargaining agreement shall have precedence. In the event of a conflict with state or federal law, state or federal law shall have precedence.

~~Adopted: 9/18/13
Reviewed: 3/16/17~~

~~SOURCE: Hamilton-Wenham~~

File: BGC

POLICY REVISION AND REVIEW

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a three-year cycle.

~~Policies will be reviewed on a three year cycle. In the first year, Policy Sections "A" through "D" will be reviewed. In the second year, Policy Sections "E," "F," "G" and "P" will be reviewed. "Section H" will be reviewed in the third year. This procedure will not prevent the Committee from reviewing individual policies out of this sequence when the need arises.~~

The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.

Hamilton-Wenham Regional School District

~~Adopted: 9/18/13~~
~~Reviewed: 3/16/17~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: BGC

~~POLICY REVISION AND REVIEW~~

~~In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis.~~

~~The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.~~

~~The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.~~

~~The School Committee directs the Superintendent to periodically recall all policy and regulations manuals for administrative updating and Committee review.~~

SOURCE:—MASC

~~File: BGCA~~

Formatted: Right

~~AMENDMENTS~~

~~These By-Laws may be amended by a vote of the majority of the Committee as a whole at a regular or special meeting of the Committee, provided notice in writing of the particular change proposed has been mailed to each member at least seven days prior to the regular or special meeting at which the proposed amendment is to be acted upon.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

File: BGD

SCHOOL COMMITTEE REVIEW OF PROCEDURES

It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee may review the procedures developed by the Superintendent for the school district whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a procedure to have the Committee's advance approval.

Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the Superintendent is required to publish "rules and regulations 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 Dept. 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 Committee.

~~SOURCE: MASC~~

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

Hamilton-Wenham Regional School District

~~NOTE: It is important to point out that a School Committee is required to approve many regulations—either by law (one example is cited above) or the dictates of good judgment.~~

File: BGE

POLICY DISSEMINATION

The Superintendent will establish and maintain an orderly plan for preserving and making accessible the policies adopted by the School Committee and the regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Committee, and insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

The School Committee Policy Manual is a public record and will be available for inspection at the Superintendent's Office, principal's office at each school and on the Hamilton-Wenham Regional School District's Website.

~~Adopted: 9/18/13~~
~~Reviewed: 3/16/17~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: BGE

~~POLICY DISSEMINATION~~

~~The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Committee and the regulations needed to put them into effect.~~

~~Accessibility is to extend at least to all employees of the school district, to members of the Committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.~~

~~All policy manuals distributed to anyone will remain the property of the Committee and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of updating.~~

~~The School Committee's official policy manual will be considered a public record and will be available for inspection at the Superintendent's office.~~

~~SOURCE: MASC~~

~~File: BGF~~

~~**SUSPENSION OF POLICIES**~~

~~The operation of any section or sections of School Committee policies not established by law or contract may be temporarily suspended by a two-thirds vote of Committee members present at any regular or special meeting. Any action to suspend policy must be reviewed at the next scheduled meeting and will be so noted on the agenda for that meeting.~~

~~SOURCE: MASC~~

Formatted: Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Formatted: Right, None, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Formatted: Right, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Formatted: Right, None, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

File: BGFA

SEVERABILITY

Formatted: Right, Line spacing: Exactly 12 pt

~~If any article or section of any article of these by laws is declared unconstitutional or illegal by any court, or if disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these by laws shall not be affected thereby.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

File: BHC (also GBD)

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

Unless otherwise agreed to by the School Committee, all communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first-hand the Committee's deliberations on problems of staff concern.

School Committee Communications to Staff

Unless otherwise agreed to by the School Committee or the Superintendent, all official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

Reference: HWRSC Policy G7014: "Staff Complaints and Grievances" [This reference will need to be edited \(6/2019\)](#)

Hamilton-Wenham Regional School District

~~Adopted: 5/21/12~~
~~Reviewed: 4/27/17~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

SCHOOL COMMITTEE STAFF COMMUNICATIONS

The School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

Staff Communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.

School Committee Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

SOURCE:—MASC

File: BHE

Formatted: Right

~~USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS~~

~~As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to electronic mail (e-mail), internet web forums and internet chat rooms.~~

~~Under the Open Meeting Law deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to sharing of an opinion regarding business over which the committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without the knowledge and intent by the author.~~

~~School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss committee matters that require public discussion under the Open Meeting Law.~~

~~Under the Public Records Law electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members, who do not have a computer or access to these messages, shall be provided copies on a timely basis.~~

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. 4:7; 39:23A, 23B; 66:10~~

~~Adopted: 10/21/04
Reviewed: 12/11/08~~

~~SOURCE: Hamilton Wenham~~

Hamilton-Wenham Regional School District

File: BHE

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), text messages, social media postings, internet web forums, and internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee Chair, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic mail correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

~~SOURCE:~~ MASC July 2016

LEGAL REFS.: M.G.L. [4:7](#); [30A:18-25](#); [66:10](#)

Hamilton-Wenham Regional School District

File: BIA

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given or provided direct online access to the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Ethics/Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and employment contracts of School Committee appointed positions
- F. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine. The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

CROSS REF: [BBBA/BBBB](#) School Committee Member Qualifications/Oath of Office
LEGAL REF.: M.G.L. [71:36A](#)

~~SOURCE: MASC/Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: BIBA

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The School Committee shall be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

~~SOURCE: MASC July 2016~~

LEGAL REF.: M.G.L. [40:5](#)

CROSS REFS.: [BID](#), School Committee Member Compensation and Expenses
[DKC](#), Expense Reimbursements

Hamilton-Wenham Regional School District

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES
HOLD 6/2019 Resolved 082119

The School Committee shall serve without compensation, except that a member of a School Committee of a city, town, regional school district or superintendency union may be compensated for their services by a majority vote ~~Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency~~ of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which their town participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:5; 71:52

CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshops

SCHOOL COMMITTEE LEGISLATIVE PROGRAM

HOLD 6/2019
OK 08212019

The School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

1. The Committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The Committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the Committee's legislative program will be to seek full funding for all state and federally mandated programs.
3. The Committee will annually designate a Committee member to serve as its legislative representative. This person will be authorized to speak on the Committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the Legislature or Congress, the Committee's representative will be bound by the official positions taken by the School Committee.

SOURCE: MASC

File: BK

SCHOOL COMMITTEE MEMBERSHIPS

The Committee may maintain memberships in the national, state and regional School Committees (boards) associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations, which the executive officer and Committee find to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be distributed and used to the best advantage of the Committee and the staff.

| ~~SOURCE: MASC~~



Hamilton-Wenham Regional School District
Student Handbook Changes
2019-2020

[Hamilton-Wenham Regional High School](#)

[Miles River Middle School](#)

[Buker Elementary School](#)

[Cutler Elementary School](#)

[Winthrop Elementary School](#)

Note: *The minutes from the January 30, 2019 meeting when this was first introduced it states that the recommendation would go to the school council not the school committee, as is standard procedure for student handbook changes.*

[https://www.hwschools.net/uploaded/District/school_committee/regular_meetings/minutes/2018-19/1.30.19_SC_Minutes_\(SM\).pdf](https://www.hwschools.net/uploaded/District/school_committee/regular_meetings/minutes/2018-19/1.30.19_SC_Minutes_(SM).pdf)