



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

PROFESSIONAL TEACHER STATUS RECOGNITION
6:30 PM – 7:00 PM

Buker Elementary School
Multi-Purpose Room

Thursday, October 5, 2017

7:00 PM

1. Call to Order 7:00
2. Pledge of Allegiance
3. Citizens' Comments
4. Chair's Report
5. Superintendent's Report
6. Consent Agenda
 - a. Field Trip Request – DECA to Boston Exhibit A
7. New Business
 - a. Buker Playground presentation of funds Exhibit B
 - b. Review School Committee Protocols Exhibit C
 - c. School Committee Goals Exhibit D
 - d. Select delegate and alternate for MASC Conference Exhibit E
 - e. Superintendent's Evaluation
 - f. Longmeadow Discussion
 - g. Policies 2nd Readings
 - HWRSR Remote Participation Policy Exhibit F
 - School Committee Bylaws Exhibit G
 - h. School Committee and Warrant Committee Meeting Calendar Exhibit H
8. Other
 - a. Topics for next meeting
9. Vote to Adjourn 9:30

Secretary: Kerry Gertz, HWRSC

DMB

Knowledge • Responsibility • Respect • Excellence

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

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton Wenham Reg High School Date Submitted: 9/19/17

Faculty Sponsor: Laura Wheeler Position: Business Teacher

DECA : State Career Development Conference

I. Trip Information:

Check (✓) one:

- Day Academic Field Trip - In-state Out-of-state Destination: _____
- Day Extracurricular Trip - In-state Out-of-state International Destination: _____
- Athletics - Sport: _____
- Overnight Trip - In-state - Academic Extracurricular - Destination: Marriott Copley Boston & Hynes Convention Center
- Out-of-State/Domestic Day Trip - Academic Extracurricular - Destination: _____
- Out-of-State/Domestic Overnight Trip - Academic Extracurricular - Destination: _____
- International Trip (extracurricular only) - Destination: _____

Departure Date: 3/8/18 Time: 2:30pm Return Date: 3/10/18 Time: 1pm

Number of Students Eligible: TBD Class/Group: DECA

Faculty Sponsor: Laura Wheeler

Other Faculty/Staff chaperones: TBD, 1/10 students

Other chaperones: _____

Mode of Transportation: School bus to, private transport home Number: _____

Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges:	7. Other Sources of Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Lodging & meals cost:	8. Amount Available: \$ <u>sponsorship available as needed</u>
4. Other (specify):	9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Total student cost: <u>\$500</u>	10. If yes, amount bring used: \$ <u>chaperone fees</u>

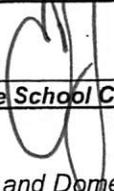
Cost includes transportation to hotel accommodations for 2 nights, conference fees, all meals, spirit items, prep materials

III. Attachments

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

IV. Approvals

Department Chairperson or Field Trip Requestor: Laura B Wheeler Date: 9/18/17
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal:  Date: 9/18/17
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

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

Superintendent: _____ Date: _____

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

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

APPROVAL DOCUMENTATION – Domestic and International

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

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

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

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

DECA STATES 2018

CONGRATULATIONS!!!

I am so proud of you! You have qualified to attend the 2018 State Career Development Conference to be held at the Copley Marriott and Hynes Convention Center in Boston, Massachusetts.

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

A \$250 non-refundable deposit is due by Wednesday, January 24th to secure a spot. Otherwise, the next person in your category will be bumped up to your position. If you are under financial hardship, please return the signed forms by the deadline and speak with me privately.

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

This is **NOT** a vacation. We leave at the end of the day on Thursday and will be at the conference until 2 pm on Saturday. Experience is about the attitude you attach to it, so I expect you to make this experience great by having a positive, fun attitude. Every part of this conference is a learning experience from waiting in line for a role play to hearing a keynote speaker.

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

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

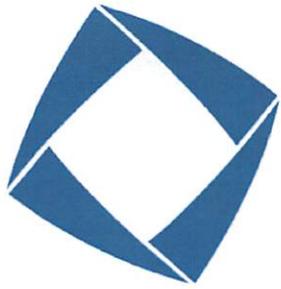
- Students attending this trip are subject to random searches and will be breathalyzed.

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

If you place first, second, third, or fourth **overall** at the final awards session on Saturday morning **and** meet the eligibility requirements, you are entitled to compete at the International Conference to be held in Atlanta, GA from April 20-25, 2018. There will be a mandatory meeting for qualifiers with their parents on March 14 at 7:00 pm.

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

I am excited to share this experience with you!



DECA

An Association of Marketing Students

STATE CONFERENCE 2018

March 8th—10th

A \$250 non-refundable deposit is due by Wednesday, January 24th to secure a spot. Otherwise, the next person in your category will be bumped up to your position. If you are under financial hardship, please return the signed forms by the deadline and speak with me privately.

READ CAREFULLY and check the appropriate box:

\$500 I am paying the full amount now and realize that \$250 of this payment is non-refundable should my child withdraw from competition.

\$250 I am paying the deposit of \$250 now to secure my spot and realize that this payment is non-refundable. I understand that I am responsible for the balance of \$250 by February 16, 2018.

I like to make an added donation to help cover chaperoning fees and support students who have a financial hardship.

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

STUDENT NAME (PRINT): _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

PLEASE MAKE CHECKS PAYABLE TO **HWRSD**.

VOLUNTARY FIELD TRIP FOR DECA MEMBERS ONLY

DECA State Career Development Conference

March 8-10, 2018 (snow date Jan 12)

Marriott Copley & Hynes Convention Center, Boston, MA

Security Plan for the Conference

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

**Buker Friends Playground
Status Report
Fall 2017**

Fundraising for the Buker Friends Playground project has met with great success! When this project began in the spring of 2016, we started with \$25,000.00. This amount represents a year-end Friends of Buker operating budget surplus that was dedicated to the playground fundraising effort. Since that time, we have raised over \$127,000.00 for a current fundraising total of approximately \$152,000.00. The results are as follows:

Funding sources (available):

Donations received during spring 2016 fundraising auction:	\$10,250.00
Donation received from Friends of Buker:	\$25,000.00
Funds generated from fall 2016 Trivia Night/Movie Night fundraiser:	\$2,661.00
Funds generated from fall 2016 Great Gatherings fundraiser:	\$1,805.00
Funds generated from winter 2016 Read-A-Thon:	\$4,859.00
Funds generated from winter Tupperware sale:	\$137.00
Funds generated from winter 2017 Summer Fun Auction:	\$5,305.00
Funds generated from on-gong Brick Sales Campaign:	\$16,857.00
Funds generated from Buker Fun Run fundraiser:	\$4,956.00
Grants:	
Institution for Savings:	\$20,000.00
New England BioLabs:	\$500.00
First Church of Wenham:	\$500.00
Cash contributions:	\$1,425.00
Lead donations:	
Trustey Family:	\$2,500.00
Total:	\$96,755.00

Funding sources (committed):

Hamilton Community Preservation Act funding request;	\$25,000.00
Wenham Community Preservation Act funding request;	\$20,000.00
Hamilton-Wenham Regional School District funding request:	\$10,000.00
Total:	\$55,000.00

Grand Total: **\$151,755.00**

The vendor we have chosen to supply and install the new play equipment is M.E. O'Brien & Sons, Inc. ("M.E. O'Brien"). With guidance from our M.E. O'Brien consultant, and with input from our current 5th graders (the classmates of Jennifer Maio, in memory of whom the new playground is being built), a playground design has been created that we feel confident will appeal to all of our Buker students. The cost of that design is approximately \$150,257.00. We have met our goal!

While we will continue our fundraising campaign to account for unknown expenses that we will likely encounter as construction begins, we plan to approach the Hamilton-Wenham Regional School District ("District") in the very near future to discuss arrangements for gifting to the District the money we have raised.

We would like to express our sincere gratitude to the current and former members of our Buker community, as well as our local businesses and donors of the Hamilton-Wenham community. All have made such wonderful contributions to help us to reach our fundraising goal. Without this support, we would not be able to provide a new playground to the students of Buker!

2016-2017 School Committee Protocols
School Committee/Superintendent Operating Protocols
Hamilton Wenham Regional School District

The primary objective of the School Committee is to improve student achievement. Members of the School will abide by the following protocols as individuals and as a committee.

- Members of the Committee will make no independent commitments or take any independent actions that relate to the School District. When School Committee members attend meetings of other committees or boards, they will speak as individuals. They may only speak for the Committee when designated to represent the Committee.
- The Superintendent and the School Committee represent the needs and interests of all students in the district and place the students' interests above all others in their decisions, while remaining within the limitations of a voter-approved budget.
- School Committee members will establish a vision, create policy, approve a budget and assure accountability to sustain continuous improvement in teaching, learning and facilities. Members agree to leave the day-to-day operations, including business transactions, to the superintendent and staff. Members of the School Committee recognize that authority rests only with the majority in its decisions.
- School Committee members will channel requests for information, reports and data through the Superintendent and the School Committee Chair rather than to staff. The Superintendent will ensure that each member of the committee has equal access to this information in a timely manner. Recognizing the importance of proactive communication and avoiding surprises, School Committee members will, whenever possible, contact the School Committee Chair and/or the Superintendent in advance of a meeting if they have questions or concerns about an agenda item, or will ask the chair at least 48 hours prior to a meeting that an item be placed on an agenda.
- School Committee members will attend meetings on time and be well- prepared to discuss agenda items. While at meetings, members will stay focused on the agenda items and will not engage in communication outside of the agenda item being discussed. When making decisions, School Committee members will keep an open mind, utilizing the best information available including: research, best practices, public input and financial considerations. Members will debate issues and not each other. Members will analyze carefully and debate fully, whenever necessary, prior to making decisions.
- School Committee members will vote according to their convictions will avoid bias and will uphold and support the decisions of the majority of the Committee once a decision has been made. Positions will not be used for personal or partisan gain.
- All members will maintain the confidentiality of privileged information and will respect the Open Meeting Law.
- Members will refer constituent concerns and complaints, including issues relating to District personnel, to the Superintendent or the School Committee Chair.

- A School Committee meeting is a business meeting that is held in public – not a public meeting. The committee values communication between all stakeholders of the community and will make every effort to ensure meetings are effective and efficient. Comments made at a meeting that are not part of the agenda will be tabled to a future meeting.
- The School Committee recognizes the importance of working collaboratively with town officials and actively seeking their support to improve the District.
- The School Committee will demonstrate professional and collegial relations with one another. To this end, members will work to maintain trust and mutual respect between and among each other, the Superintendent and the administration by treating everyone with dignity and respect, even in time of disagreement.
- Recognizing the importance of honoring these protocols, members will respectfully remind each other when they get off track.

Signatures

Stacey Metternick _____

David Polito _____

Jeanise Bertrand _____

Keri Gertz _____

Gene Lee _____

Joshua Liebow _____

Michelle Bailey _____

Michael Harvey _____

Jeffrey Sands _____

School Committee Goals 2017-2018

1. Capital Plan
 - a. Develop an implementation and financing strategy for the Capital plan, including the Master Plan, Operational Items and Turf Field Plan with the involvement of major stakeholders.
 - i. Capital Plan
 1. Develop schedule for projects based on FY19 Budget Process
 - ii. Turf Field
 1. Complete Gale Study
 2. Determine SC's level of involvement in next steps of project
 3. Hold meetings with involved stakeholders
 - iii. Master Plan
 1. Complete Library/Media Center Design Study
 2. Complete an updated enrollment study.
 3. Begin conversation around future of school buildings
 1. Interview the team that led the Middle School Project and the Buker Renovation Project. Set a goal by January.
 2. Assess, evaluate, and develop a strategy to review previous master planning studies. Set a goal by January.
 - iv. Longmeadow Study Group
 1. Represent the SC's interests in the study of the Longmeadow Property as voted at the 2017 Annual Town Meetings.
2. Collective Bargaining
 - a. Negotiate successor agreements with the Teachers', Custodians', and Office Personnel Unions.



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109

(617) 523-8454 (800) 392-6023 fax: (617) 742-4125 www.masc.org

R. Patrick Murphy, President

Date: March 2017

To: MASC member school committees, c/o superintendent of schools

Re: Voting delegate to annual business meeting

Date: **DURING JOINT CONFERENCE. WEDNESDAY NOVEMBER 1, 3:15PM**

Location: **RESORT AND CONFERENCE CENTER AT HYANNIS, HYANNIS**

FIRST NOTICE

In order for your school committee to have a vote at the annual business meeting of the Massachusetts Association of School Committees, it is necessary that an official delegate be designated in pursuance of Article IX, Sec. 6 of the By-Laws, as follows:

All members of the Association, and all members of school committees which are active members of the Association, may attend and speak at any meeting of the Association. Only active members shall be entitled to vote on the election of officers or on any other matter as to which members of the Association shall have the right to vote and each active member shall have one vote. No later than seven days prior to each meeting of the Association each active member shall, by written notice to the Executive Director, designate one of its members as its voting delegate and may by such notice designate one of its members as its alternate voting delegate. All ballots and other votes cast by an active member at any meeting of the Association shall be cast by and only by its voting delegate or if the delegate be absent, by its alternate voting delegate if one shall have been designated.

PLEASE NOTE:

- An official delegate is only that delegate whose school committee has complied with annual dues regulations as spelled out in Article IV of the MASC By-Laws.
- Deadline for receipt of delegate forms by the Executive Director for the 2017 annual meeting is October 20, 2017.

Official Delegate Form

For the school committee of Hamilton-Wenham Regional School District

The official voting delegate is: _____

The alternate voting delegate is: _____

Signed _____

NOTE: In order to register for the annual business meeting, delegates must send in this form in addition to the conference registration form.

B2004

**Hamilton-Wenham Regional School District
Wenham, Massachusetts**

**Policy
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.

Deleted: and at least forty eight hours before the meeting whenever possible,

(b) 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.

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

Deleted: When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with [M.G.L. c. 30A, sec. 22](#).

II. **Policy Review and Revision**

This policy shall be reviewed one year after its adoption to determine the future

suitability of its provisions.

III. Legal References

MGL Chapter 30A, Sections 20(d) & 22

MGL Chapter 39, Section 23D

940 CMR 29.10 et seq.

Originally Adopted:

Policy Review: April 27, 2012

Approved: May 3, 2012

Vote: 8-0-0

Chairman, HWRSD School Committee: s/s Alexa McCloughan (Original signature on file in Supt.'s Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

B2001

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
-BY-LAWS-

ARTICLE I POWERS AND DUTIES

The regional district school committee, herein after 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.

ARTICLE II COMMITTEE ORGANIZATION AND OFFICERS

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.

A. 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.

B. 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.

C. 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.

Policy Review: 1st Reading: November 2, 2016

2nd Reading: December 1, 2016

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

Vote: 6-0-0

Chairperson, HWRSD School Committee: Stacey Metternick

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

D. Assistant Secretary – The assistant secretary shall exercise the powers and perform the duties of the secretary in the absence of incapacity of the secretary.

E. Treasurer – The treasurer, who need not be a member of the Committee, shall be appointed annually by the School Committee. 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 shall countersign along with the assistant treasurer all checks in the amount of \$100,000 or greater. 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).

F. 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 countersign along with the treasurer all checks in the amount of \$100,000 or greater. 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.

G. 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.

ARTICLE III 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.

ARTICLE IV 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.

Deleted: Regular meeting will normally be held on the first and third Thursdays of every month at such times and places as the Committee shall from time to time determine

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

Policy Review: 1st Reading: November 2, 2016
2nd Reading: December 1, 2016
Policy Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16
Vote: 6-0-0
Chairperson, HWRSD School Committee: Stacey Metternick

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

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.

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.

ARTICLE V QUORUM

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.

ARTICLE VI SCHOOL COMMITTEE MEETING – AGENDA, ORDER, AND CONDUCT OF BUSINESS

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 reasonable possible prior to the meeting.

The agenda shall show all tabled and principal pending items.

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

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 guests. Any such decision or other parliamentary decision by the chair may be overruled by a majority of the Committee present.

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 mail motions. There shall be no votes by secret ballot.

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.

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

ARTICLE VII 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.

ARTICLE VIII SEVERABILITY

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.

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2017-2018 School Committee Meeting Calendar

Buker Multipurpose Room, 7:00 PM unless otherwise noted

This document is tentative and is subject to change. All Official SC Agendas will be posted at least 48 hours prior to the meeting at <http://www.hwschools.net/page.cfm?p=2179> and at the District Offices, 5 School St., Wenham.

Original Dates hold with First and Third Thursday SC Meeting Schedule
(Alt Dates line up with Warrant Signing Dates and are on Wednesday evenings unless otherwise noted.)

Date (Alt Date)	Agenda Items	Notes
August 3	<ul style="list-style-type: none"> EOY Close 	
September 7 (September 13)	<ul style="list-style-type: none"> Finalize SC Goals for 2017-2018 Discuss SC meeting Dates for 2017-2018 Superintendent's Review 	
September 28 (September 27)	<ul style="list-style-type: none"> SC Retreat Meeting—Presentation from Stephen Hemman, MARS 1st Reading of Policies Review SC Goals 	
October 5 (October 11)	<ul style="list-style-type: none"> Professional Teacher Status Recognition @ 6:30 Review SC Protocols Buker Friends Presentation – Buker Playground Select Delegate and Alternate for MASC Conference Superintendent's Evaluation Longmeadow Discussion 	
October 19 (October 25)	<ul style="list-style-type: none"> Presentation of District Improvement Goals Presentation of School Improvement Plans Presentation from Powers and Sullivan on FY2017 Audit. Student Government Presentation Summer Projects Overview (Operations, IT, Facilities) 	

	<ul style="list-style-type: none"> • • Vote on MASC Resolutions 	
November 1, 2, 3 & 4	<ul style="list-style-type: none"> • MASC Conference 	
November 2 (November 8)	<ul style="list-style-type: none"> • DECA Students • District Assessment Results Presentation • October 1 Enrollment Report • Discuss Superintendent's Salary for FY18 	
November 16 (November 21 Tuesday)	<ul style="list-style-type: none"> • YRBS Report • Public Hearing Regarding School Choice • SC Vote on School Choice for FY18 • FY18 Financial Forecast 	School Choice Vote needs to be taken prior to June 1 st . Need to advertise public hearing seven days prior.
November TBD	<ul style="list-style-type: none"> • Joint Meeting with Finance Committees 	
December 7 (December 6)	<ul style="list-style-type: none"> • Warrant for SC Elections • Treasurer's Report 	
December 21 (December 20)	<ul style="list-style-type: none"> • Superintendent's Recommended FY19 Budget Presentation • Student Government Presentation 	
January 4 (January 3)	<ul style="list-style-type: none"> • FY19 Budget Review • SC Prepares Tentative FY19 Budget 	Tentative Budget must be adopted at least 30 days prior to final budget adoption as per HWRSD Regional Agreement.
January 12	<ul style="list-style-type: none"> • <i>SC Candidate Election Papers Available</i> 	
January 18 (January 17)	<ul style="list-style-type: none"> • FY19 Budget Review • FY18 Financial Forecast • Budget Public Hearing #1 • Report on District, SC and Superintendent Goal Progress 	
January TBD	<ul style="list-style-type: none"> • Joint Meeting with Finance Committees 	
February 1 (January 31)	<ul style="list-style-type: none"> • Mail Tentative Budget to Towns (See Feb 15 note) • FY 19 Budget Review 	Advertise Regional Budget Hearing on 2/15.
February 15 (February 14)	<ul style="list-style-type: none"> • FY19 Budget Review • FY19 Budget Public Hearing #2 • Adopt FY19 Budget 	As per HWRSD Regional Agreement , "Section X": "Not later than fifteen days following the date on which copies of the tentative operating and maintenance budget are mailed to the

		<p>chairman of the finance and advisory committee and the chairman of the board of selectmen of each member town as aforesaid, the Committee shall hold a public hearing with in the District” “At such hearing, the Committee shall adopt an annual operating and maintenance budget on or before the latest date therefore permitted by law, but in no event later than March 31.”</p> <p>As per DESE Regs, SC must adopt a budget at least 45 days prior to earliest ATM (April 7). Feb 21 is latest date. A 2/3 vote is required to adopt the budget.</p>
February 26	<ul style="list-style-type: none"> • SC Candidate Papers need to be returned by 5:00 PM 	
February 28	<ul style="list-style-type: none"> • SC Candidate Signature Verification Completed 	
March 1 (February 28)	<ul style="list-style-type: none"> • Student Government Presentation 	
March 12	<ul style="list-style-type: none"> • Last day for SC Candidates to withdraw 	
March 15 (March 14)	<ul style="list-style-type: none"> • FY18 Financial Forecast • Student Services Program Report 	
April 5 (March 28)	<ul style="list-style-type: none"> • Curriculum, Instruction and Assessment Program Report 	
April 7 (April 11)	<ul style="list-style-type: none"> • Hamilton and Wenham Town Meeting • Warrant Meeting 	
April 12	<ul style="list-style-type: none"> • Hamilton and Wenham Town Elections 	
April 23	<ul style="list-style-type: none"> • Meeting to hear results of town elections 	
April 26 (April 25)	<ul style="list-style-type: none"> • SC Reorganization Meeting 	
May 3 (May 9)	<ul style="list-style-type: none"> • Vote to Set Last Day of School 	
May 17 (May 23)	<ul style="list-style-type: none"> • FY18 Financial Forecast • Food Service Presentation 	

June 7 (June 6)	<ul style="list-style-type: none"> • Retiree Reception @ 6:30 • Recognition of Retirees • Student Government Presentation • SEPAC Annual Report • Treasurer's Report 	
June 21 (June 20)	<ul style="list-style-type: none"> • EOY Financial Forecast • Report on District, SC and Superintendent Goal Progress • Treasurer and Asst. Treasurer Appointment Discussion 	

School Committee Events

Monday, August 28, 2017	8:30 AM	Teacher and Staff First Day	HS Auditorium
Wednesday, December 20, 2017	1:00 PM	Holiday Gathering	HS Cafeteria
Thursday, May 31, 2018 (Tent.)	8:00 PM	Candlelight	HWRHS
Saturday, June 2, 2018 (Tent.)	10:00 AM	Graduation	HWRHS

Annual Town Meeting Dates

Event	Hamilton	Wenham
Fall Town Meeting	TBD	TBD
Fall Election	TBD	TBD
Spring Town Meeting	Saturday, April 7, 2018 (TENT)	TBD
Spring Town Election	Thursday, April 12, 2018 (TENT)	TBD