



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

School Committee Meeting ([agenda](#))

In-Person Meeting

Buker Elementary School

Multipurpose Room

Thursday, October 21, 2021

7:00 PM - 9:05 PM

Present:

Dana Allara, Chairperson

Julia Campbell, Vice Secretary

Jennifer Carr, Secretary

Michelle Horgan

Anna Siedzik, Vice Chairperson (remote participation)

David Polito (7:05 PM arrival)

Also Present:

Eric Tracy, HWRHS Superintendent

Vincent Leone, Assistant Superintendent to Finance and Administration

1. Call to Order

With a quorum present, Ms. Allara, Chairperson, calls the meeting to order at 7:03 PM.

2. Pledge of Allegiance

All those in attendance rise for the Pledge of Allegiance.

3. Citizen's Comments

[Exhibit](#)

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. After Citizen's Comments, the chat feature will be turned off. If members want to be recognized, they can use the raise hand feature.

Meeting ID: 850 7705 8840

In-Person Meeting, Zoom Link below is for Public Comment Only:

<https://us06web.zoom.us/j/85077058840>

There are no citizen comments at this time.

Ms. Allara closes public comments, noting that those wishing to view the meeting can do so through HWCAM's livestream on the HWCAM [website](#) or [YouTube channel](#).

4. Review of School Committee Protocols

[Exhibit](#)

Mrs. Carr reads School Committee protocols #7 - #9, as detailed in the [exhibit](#).

David Polito enters the meeting at approximately 7:05 PM.

5. Consent Agenda

A. Warrants

[Exhibit](#)

- Voucher No. 10
- Voucher No. 1015
- Voucher No. 3050
- Voucher No. 3051
- Voucher No. 3052
- Voucher No. 3053

B. Minutes

- August 19, 2021

[Exhibit](#)

C. Other

- Athletic 21-22 Cooperative Agreements & 8th Grade Waivers
- MASC Resolutions

[Exhibit](#)

[Exhibit](#)

D. Donations

- North Shore Drone Services, \$300

[Exhibit](#)

I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA AS WRITTEN; THERE SHALL BE NO FURTHER CHANGES.

MOTION by Jen Carr; SECONDED by Michelle Horgan.

MOTION PASSES unanimously through vote of six (6) members present.

6. New Business

A. Superintendent Goals

[Exhibit](#)

Superintendent Eric Tracy reviews the five (5) Superintendent Goals for the 2021-2022 School Year, including the aligned standards, key actions, and benchmarks, as detailed in the [exhibit](#).

Ms. Carr calls attention to a grammatical error found in *Goal #1 - District Improvement: Maintain Momentum During Transition*. Ms. Siedzik asks for further clarification on this goal, specifically about actions beyond those legally required, as well as defining “momentum”. Mr. Tracy will add indicators as discussed. There is some further discussion about maintaining momentum and key actions indicated.

There is discussion surrounding *Goal #2 - District Improvement: Improve Communication and Build Relationships*. Both Ms. Siedzik and Ms. Campbell request further development of this goal, specifically surrounding the development of a district website, as well as reaching those not on social media. Ms. Allara asks about including a benchmark to measure the effectiveness of the actions taken. Mr. Tracy responds that he may include surveys as a way to measure this.

Ms. Siedzik comments that *Goal 3, District Improvement: Strategic Planning Process*, *Goal 4, Professional Practice: Participate in the New Superintendent Induction Program*, and *Goal 5, Student Learning: Multi-Tiered System of Support (MTSS)* appear to be expected course of action for a new superintendent, and do not necessarily qualify as goals warranting evaluation. She would like to see goals surrounding operations and leadership instead.

There is discussion surrounding *Goal #4 - Professional Practice: Participate in the New Superintendent Induction Program*. Ms. Allara points out that this was a goal established last year with Superintendent Banios, with guidance from MASC representative Dorothy Presser. Superintendent Tracy agrees that although this goal appears to be an expected task of a new superintendent, including it in the Superintendent's Goals is required by the MASC.

There is further discussion regarding goals 3-5. Mr. Tracy responds to Ms. Siedzik's comments, explaining the details involved in meeting those goals. He agrees to reconsider what is included in the goals and will add detail as necessary. Discussion continues surrounding goals.

B. HWRSD MOA - Regional Agreement Discussion

There is discussion regarding the HWRSD MOA Regional Agreement including timing of the discussion; strategy moving forward; letter from Hamilton; Town of Wenham position; hiring of legal counsel; further considerations; etc.

C. Problem Solving Process Quick Guide

[Exhibit](#)

Superintendent Tracy reviews the *Problem Solving Process Quick Guide*, as detailed in the [exhibit](#), in direct response to questions about community members and parents approaching School Committee members about concerns within the district. Mr. Tracy talks about this document being front and center in each of the websites of the school, disseminating it widely every 60-90 days, and communicating the process for community wide understanding. He notes that he would add a "what if all else fails" section at the end of the document.

D. Vote School Committee Attorney

[Exhibit](#)

Ms. Siedzik provides a summary of the process over the last four (4) weeks in researching and interviewing candidates for the School Committee Attorney, as detailed in the 10/15/2021 memorandum from Superintendent Tracy ([exhibit](#)). There is discussion surrounding billing, experience, demographics, anticipated needs of the School Committee in the coming years, etc.

I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE RECOMMENDATION OF MIRICK O'CONNELL, ATTORNEYS AT LAW AS THE SCHOOL COMMITTEE ATTORNEY, AS DETAILED IN THE [EXHIBIT](#) ATTACHED TO THE MEETING AGENDA, PENDING THE SUCCESSFUL EXECUTION OF ANY NECESSARY CONTRACTS.

MOTION by Jen Carr; SECONDED by Michelle Horgan.

Discussion: Ms. Siedzik expresses her gratitude to Superintendent Tracy and Assistant Janell Powers for their extraordinary organization and hard work throughout this process.

MOTION PASSES unanimously through vote of six (6) members present.

7. **Finance and Operations**

A. 1st Quarter Update

[Exhibit 1](#)

[Exhibit 2](#)

Mr. Leone reviews the 1st quarter update, as detailed in [exhibit 1](#) and [exhibit 2](#). There is discussion regarding the unbudgeted amounts included in the update, with Ms. Siedzik pointing out the district's needs were not accurately reflected in the budget. Mr. Leone explains the reasons for those variances.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVES THE FY22 OPERATING EXPENSE BUDGET TRANSFERS AS RECOMMENDED HERE IN BY

THE ASSISTANT SUPERINTENDENT OF FINANCE & ADMINISTRATION AND AS PRESENTED ON THE PREVIOUS SLIDES ENTITLED “TRANSFER #1, TRANSFER #2, TRANSFER #3, AND TRANSFER #4”.

MOTION by Jen Carr; SECONDED by Michelle Horgan.

Discussion: There is a brief discussion about the budget including unbudgeted expenses.

MOTION PASSES unanimously through vote of six (6) members present.

8. Policy

A. Review Face Coverings Policy

[Exhibit 1](#)

[Exhibit 2](#)

Review of the Face Covering Policy (EBCFA) [exhibit 1](#) as well as the up-to-date data as detailed in [exhibit 2](#). Mr. Tracy details the district’s vaccination and positive case data. There is some discussion about participation in pool testing; out-of-state travel during holidays; masking policy; etc.

9. Superintendent’s Report

A. District Goal Updates

Superintendent Tracy reviews the progress on the District Goals, including

- *Portrait of a Graduate:* Group met on the 27th. The next meeting will focus on expanding use of technology.
- *DEI:* First training was a success with 190 participants in a zoom call. Per suggestion a “B” was added for Belonging. First meeting was on 20th, future meetings will occur the first Wednesday of each month. Next meeting will be a visioning session.
- *Teaching and Learning:* New programs introduced including Early Bird and Dibbles. Update on instructional coaching and a curriculum audit (will be presented 11/04/2021).
- *World Language Group:* First and second meeting occurred, work is being done to see what other districts are doing.
- *Athletic and Learning Facilities:* Agreement with Gale for phase 1 of Turf Field Project. Update on facilities project, which depends a great deal on decision of MSBA application.

There is discussion about district goals; sharing of the tracking document (Mr. Tracy will circulate to the School Committee tomorrow morning); and DEI training for School Committee members.

10. Committee Reports

A. Capital/Financial Planning Subcommittee

The *Capital/Financial Planning Subcommittee* met and elected Jen Carr as chair and Julia Campbell as secretary. The meeting covered energy assessments, budget review, and capital needs assessment.. The next meeting is scheduled 11/10/2021, which is also the day for the Tri-Board Meeting (with Towns).

B. Policy/Legislative Subcommittee

The *Policy/Legislative Subcommittee* will be meeting Monday, 10/25/2021 at 6:00 PM. The agenda has been posted.

C. Negotiations Subcommittee

The *Negotiations Subcommittee* is waiting to schedule a meeting with the Custodial Union.

11. Chair’s Report

- Ms. Allara reports that she will be absent from the next meeting due to her attendance at the MASC conference. Ms. Siedzik will be running this meeting (11/04/2021).

- Ms. Allara reports she is still participating in the Hamilton Master Planning Committee. There will be a meeting on 11/13/21 with opportunity for public participation. Documents will be made available later.
- Ms. Allara, Mr. Tracy, and Mr. Leone have begun conversations with various stakeholders to continue a dialogue about the budget. Tri-Board meeting is scheduled for 11/10/21.

12. Topics for Future Meetings

- School Committee training for DEI;
- Ms. Horgan requests a status report on athletic facilities at an upcoming meeting (not urgent);
- Ms. Carr inquires about review of the Middle School Student Handbook. Review is not required.
- Ms. Siedzik asks that the School Committee revisit their discussion regarding the Generals Logo, as she's noticed a few portrayals around town against what had previously been decided.

13. Vote to Adjourn

I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN THE 10/21/2021 MEETING AT 9:20 PM.

MOTION by Anna Siedzik; SECONDED by Julia Campbell.

MOTION PASSES unanimously through vote of six (6) members present.

Respectfully submitted November 4 2021 by Mahala Lettvin, Recording Secretary.
