



Approved by the Hamilton-Wenham Regional School District on August 19, 2021

# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## **School Committee Meeting ([agenda](#))**

### **In-Person Meeting**

**Buker Elementary School**

**Multipurpose Room**

**Wednesday, June 16, 2021**

**7:00 PM - 9:20 PM**

### **Present:**

Dana Allara, Chairperson

Michelle Bailey

Julia Campbell, Vice Secretary

Jennifer Carr, Secretary

Michelle Horgan

Anna Siedzik, Vice Chairperson

### **Also Present:**

Mary Beth Banios, District Superintendent

Vincent Leone, Assistant Superintendent to Finance and Administration

Thomas Geary, Director of Maintenance, Facilities & Operations

Mahala Lettvin, Recording Secretary (*remote participation*)

### **1. Call to Order**

With a quorum present, Ms. Allara, Chairperson, calls the meeting to order at 7:01 PM. This meeting is being held in-person at the Buker Elementary School Multi-Purpose room, and is being broadcast and recorded by HWCAM.

### **2. Pledge of Allegiance**

All those in attendance, with the exception of School Committee member Ms. Siedzik, rise for the Pledge of Allegiance.

*Michelle Bailey enters the meeting at 7:02 PM.*

### **3. Land Acknowledgement**

[Exhibit](#)

*The Hamilton-Wenham Regional School District would like to acknowledge the Massachusetts Tribe. The tribe of Indigenous peoples from whom the Colony, Province and Commonwealth of Massachusetts have taken their name. We would like to pay our respect to the ancestral bloodline of the Massachusetts Tribe and their descendants who still inhabit historical Massachusetts Tribe territories to this day.*

### **4. Citizens 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.

**In-Person Meeting, Zoom Link below is for Public Comment Only:**  
<https://zoom.us/j/95500855643?pwd=Vyt4c3ZwToVEOWtkUEZlY1RxbGZjZz09>  
Meeting ID: 955 0085 5643 Passcode: 612388

Ms. Allara explains that citizens may offer comments either in-person or through Zoom. Following comments, the Zoom meeting will be closed and those who wish to continue watching the meeting may do so through the HWCAM live stream.

There are no citizen comments at this time.

**5. Vote HWEA Contract**

[Exhibit](#)

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE 05/24/2021 MEMORANDUM OF AGREEMENT BETWEEN THE HAMILTON - WENHAM REGIONAL EDUCATION ASSOCIATION (HWEA) AND THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE, AS PRESENTED IN THE [EXHIBIT](#).**

**MOTION by Jen Carr; SECONDED by Michelle Horgan.**

*Discussion:* The HWEA has ratified the *Memorandum of Agreement*. There is a brief discussion regarding the next steps of the *Negotiations Subcommittee*. Superintendent Banios does not believe the *Sidebar Letter* requires the School Committee's vote. However, if it is later determined that a vote is required, she will ensure this is scheduled before the start of the school year.

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

**6. Adjourn into Executive Session**

[Exhibit](#)

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN INTO EXECUTIVE SESSION AT 7:07 PM FOR PURPOSE #2: TO CONDUCT STRATEGY IN PREPARATION FOR, AND NEGOTIATIONS WITH, NONUNION PERSONNEL, MARY BETH BANIOS, AS WELL AS FOR PURPOSE #3: TO DISCUSS STRATEGY WITH RESPECT TO COLLECTIVE BARGAINING WITH THE HAMILTON - WENHAM OFFICE PERSONNEL; AND WHERE AN OPEN MEETING MAY HAVE A DETRIMENTAL EFFECT ON THE BARGAINING POSITION OF THE SCHOOL COMMITTEE AND THE CHAIR SO DECLARES; AND THAT THE SCHOOL COMMITTEE WILL RECONVENE IN OPEN SESSION THEREAFTER.**

**MOTION by Dana Allara; SECONDED by Anna Siedzik.**

Julia Campbell	YES;
Michelle Horgan	YES;
Michelle Bailey	YES;
Anna Siedzik	YES;
Dana Allara	YES;
Jen Carr	YES.

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

*The School Committee adjourns into Executive Session at approximately 7:07 PM, and reconvenes in Open Session at approximately 7:52 PM.*

7. **Consent Agenda**

A. Warrants

[Exhibit](#)

- Voucher No. 27
- Voucher No. 1057
- Voucher No. 1058
- Voucher No. 3007
- Voucher No. 3008
- Voucher No. 3009

B. Donations

- Hamilton-Wenham Baseball Boosters (\$1,959)
- Hamilton-Wenham Class of 2020 (\$3,000)
- Chromebooks donated by Melissa Ciaccia (\$400)

[Exhibit](#)

[Exhibit](#)

[Exhibit](#)

C. Minutes

- June 2 2021

[Exhibit](#)

D. Summer Hiring

- Staff Ethics/Conflict of Interest Policy G7009

[Exhibit](#)

[Exhibit](#)

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA ITEM A, *VOUCHERS*, AND ITEM C, *MINUTES*, AS WRITTEN ABOVE, EXCLUDING ITEM B, *DONATIONS*, AND ITEM D, *SUMMER HIRING*; NO FURTHER CHANGES SHALL BE MADE.**

**MOTION by Jen Carr; SECONDED by Michelle Horgan.**

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

*Item B Donations Discussion:* Thank you to the donors listed above for their generous support of Hamilton - Wenham students! There is discussion regarding the Hamilton - Wenham Baseball Boosters donation as detailed in the [exhibit](#), including step-level pay rates; equality of compensation for baseball and softball coach/assistant coach; etc. Mr. Leone states that the coaches and assistant coaches are paid based upon their years of experience, and such pay is not based on whether they coach baseball or softball.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE DONATIONS AS LISTED IN THE CONSENT AGENDA: \$1,959 FROM THE HAMILTON - WENHAM BASEBALL BOOSTERS; TREES AND LABOR VALUED AT \$3,000 FROM THE HAMILTON - WENHAM CLASS OF 2020; AND CHROMEBOOKS VALUED AT \$400 FROM MELISSA CIACCIA; NO FURTHER CHANGES SHALL BE MADE.**

**MOTION by Jen Carr; SECONDED by Michelle Bailey.**

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

*Item D, Summer Hiring Discussion:* Superintendent Banios will update the meeting agenda with the appropriate exhibit links (the exhibits are not linked to the agenda at the time of the meeting).

As required by *District Policy G7009: Staff Ethics/Conflict of Interest*<sup>1</sup> ([exhibit](#)) Superintendent Banios provides notice that the district has hired Owen Bailey, son of School Committee member Michelle Bailey, as a Summer Custodial Intern (see Thomas Geary's 06/10/2021 memorandum [[exhibit](#)]).

No motion or vote is required for this action.

## **8. New Business**

### A. Vote Office Personnel Contract

[Exhibit](#)

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE 06/11/2021 OFFICE PERSONNEL CONTRACT AS WRITTEN IN THE [EXHIBIT](#).**

**MOTION by Jen Carr; SECONDED by Michelle Bailey.**

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

### B. Restoration of 6th Grade World Language

[Exhibit](#)

Superintendent Banios provides details about the restoration of the 6th Grade World Language program, as shown in the 06/11/2021 memorandum ([exhibit](#)).

Discussion regarding 6th Grade Academy; intensive enrichment opportunity/availability; schedule blocks; impact on students/schedules; enrollment decrease (choice students, families moving, etc.); World Language task force; etc.

Principal Hovey and Principal Lovell will appear at a future School Committee meeting in order to provide additional details and answer any question about restoration of the World Language program.

Superintendent Banios explains that because the district is not adding any positions, the School Committee is not required to vote on this item.

### C. Vote 22-23 School Calendar

[Exhibit](#)

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE 2022-2023 SCHOOL CALENDAR AS PRESENTED IN THE [EXHIBIT](#) ON THE AGENDA.**

**MOTION by Jen Carr; SECONDED by Michelle Horgan.**

*Discussion:* Superintendent Banios explains that historically, the School Committee votes in 2 calendars after consultation with HWEA. The School Committee reviews the calendars presented, and agree on the following revisions:

- 12/26/2021 (Monday) will be designated as "Christmas Day Observed" with the remaining days of that week (Tuesday - Friday) designated as "Vacation";
- Move the 11/18/2021 Teacher Work Day to 10/07/2021;
- Errors in designation of Holidays/Observed Holidays/No School Days will be corrected, as well as minor typographical and formatting errors.

Superintendent Banios explains that the district has not received feedback from the teachers at this time.

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<sup>1</sup> In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town or District Clerk.

There is discussion surrounding the timeline in approving and publishing the School Year Calendar. Superintendent Banios will update the district website to reflect the 21/22 first/last day of school, with a note that additional calendar details will be posted once approved.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE TABLE THE VOTE ON THE 22/23 SCHOOL YEAR CALENDAR UNTIL (1) THE CHANGES (AS DISCUSSED THIS EVENING) ARE INCORPORATED AND (2) THE SCHOOL COMMITTEE HAS HAD OPPORTUNITY TO REVIEW THE HWEA UNION'S FEEDBACK.**

**MOTION by Jen Carr; SECONDED by Michelle Horgan.  
MOTION PASSES unanimously through vote of six (6) members present.**

D. Vote to Appoint Interim Treasurer [Exhibit](#)

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPOINT KEVIN MAHONEY AS THE INTERIM DISTRICT TREASURER.**

**MOTION by Jen Carr; SECONDED by Michelle Bailey.  
MOTION PASSES unanimously through vote of six (6) members present.**

E. Discuss & Vote 2021-2022 School Committee Meeting Schedule [Exhibit](#)

Discussion about the School Committee meeting schedule, as presented in the [exhibit](#), including a debate about meeting on Thursdays opposed to Wednesdays.

The School Committee Retreat will take place on Monday, 07/19/2021 (start time TBD), pending confirmation of Mr. Polito's availability.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE 2021-2022 SCHOOL COMMITTEE THURSDAY MEETING SCHEDULE, AS PRESENTED ON PAGE 2 OF THE [EXHIBIT](#), WITH THE FIRST SCHOOL COMMITTEE MEETING SCHEDULED ON THURSDAY, AUGUST 19 2021, AND THE LAST SCHOOL COMMITTEE MEETING SCHEDULED ON THURSDAY, JUNE 16 2022.**

**MOTION by Jen Carr; SECONDED by Michelle Bailey.**  
*Discussion:* Ms. Horgan asks that meetings begin at 6:30 PM instead of 7:00 PM. Discussion regarding the potential benefits and challenges associated with an earlier start time; stakeholders involved; difference between meetings and workshops; member and administration availability; previous years' schedules; etc.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE AMEND THE MOTION ON THE FLOOR TO REFLECT 6:30 PM START TIMES, OPPOSED TO THE 7:00 PM START TIMES AS IS CURRENTLY WRITTEN.**

**MOTION by Michelle Horgan; SECONDED by Michelle Bailey.  
MOTION TO AMEND FAILS (2 in favor; 4 opposed) through vote of six (6) members present.**

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

## **9. Finance and Operations**

### A. ESSER II Update

[Exhibit](#)

Mr. Leone explains the proposal for ESSER II funds must be submitted to the state by mid-July. The funding proposal must include the following mandatory expenditure categories: (1) prop share in the amount of \$20,536.52, and (2) mental health services and support in the amount of \$10,000.00.

As detailed on the [exhibit](#), the remaining funds would be allocated to the following categories: (1) PPE; (2) Community Family Liaison; (3) 1.0 FTE Elementary Special Education Teacher; (4) 8 Weeks of Pool Testing; (5) Summer Camp YMCA partnership; (6) Nurse Pool Testing; and (7) Cafeteria salaries. There is a discussion surrounding fund allocations; district prioritization and categorization of needs; ongoing COVID-19 based needs; changes to cafeteria revenue and expenditures; state/federal funding; etc.

Discussion regarding procedure and whether a vote to approve this plan is required. Superintendent Banios recommends that the School Committee vote to approve the addition of the 1.0 FTE Elementary Special Education Teacher Position which will then allow the district to submit the spending plan as written in the [exhibit](#).

There is discussion regarding mandatory expenditure categories; local private schools in “prop share”; anticipated need for increased mental health services; categorization of student needs; audit costs associated with this plan; etc.

Ms. Siedzic asks for funding allocation toward DEI and equity goals.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE FUNDS FOR A 1.0 FTE ELEMENTARY SPECIAL EDUCATION TEACHER POSITION FOR \$89,999.00, AS WRITTEN IN THE ESSER II FUNDING GRANT, AND AS PRESENTED IN THE [EXHIBIT](#).**

**MOTION by Jen Carr.**

*Discussion:* Purpose of the motion on the floor; removing language specific to funding; etc.

**MOTION FAILS (NOT SECONDED).**

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE A ONE-YEAR 1.0 FTE ELEMENTARY SPECIAL EDUCATION TEACHER POSITION.**

**MOTION by Jen Carr; SECONDED by Michelle Bailey.**

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

**10. — Policy**

### **11. Superintendent’s Report**

Superintendent Banios reviews the changes to mask mandates: the Commissioner has clarified that (1) masks are optional for all summer programming, and (2) masks will not be required at any level for the start of the 2021/2022 School Year. The district will continue to follow DESE guidance on this matter<sup>2</sup>.

#### **A. Summer Programming**

- *YMCA Literacy Camp*
- *Extended School Year*
- *Acceleration Academies*

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<sup>2</sup> At the 05/19/2021 School Committee meeting, members voted to authorize the district to follow the mask wearing policies and guidelines put forth by DESE.

Superintendent Banios summarizes the summer programs listed above. There is a brief discussion surrounding details and anticipated benefits of each programs.

**12. Committee Reports**

A. Capital/Financial Planning Subcommittee

The *Capital/Financial Planning Subcommittee* has not met - there is currently no update.

B. Policy Subcommittee

The *Policy/Legislative Subcommittee* has not met - there is currently no update.

C. Negotiations Subcommittee

The *Negotiations Subcommittee* provided an update earlier this evening in Executive Session.

**13. Chair’s Report**

A. Reorganize Subcommittees and School Liaisons

There is a lengthy discussion about School Committee Subcommittees, including members' interests, qualifications, knowledge, relationships, and other considerations.

The School Committee debates whether the task of reviewing/revising the *Regional Agreement* requires a new, separate subcommittee. Ms. Allara will reach out to the Towns to revisit conversations about addressing the *Regional Agreement*. Superintendent Banios will add this item to the Retreat agenda (7/19/2021) .

Ms. Bailey agrees to serve on both the *Negotiations Subcommittee* and the *Capital/Financial Planning Subcommittee*, however she states she is not willing to take minutes. Ms. Allara adds that she is not willing to take minutes nor serve as chairperson for the *Negotiations Subcommittee*. There is a brief discussion about subcommittee meeting minutes, with a general consensus that the School Committee’s Recording Secretary will also produce minutes for all subcommittee meetings.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE FOLLOWING SUBCOMMITTEES, WITH DAVID POLITO’S ASSIGNMENTS TO BE CONFIRMED AT A LATER DATE:**

<b>Capital/Financial Planning</b>	<b>Julia Campbell, Michelle Bailey, Jen Carr</b>
<b>Policy &amp; Legislative</b>	<b>Anna Siedzik, Michelle Horgan, David Polito</b>
<b>Negotiations</b>	<b>Michelle Bailey, Dana Allara, David Polito</b>

**MOTION by Jen Carr; SECONDED by Michelle Bailey.**

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

The School Committee discusses individual members’ qualifications, interests, relationships, history, and additional considerations for liaison assignments. There is a brief discussion about communications and the liaison role and responsibility.

Buker Elementary School Liaison	Julia Campbell
Cutler Elementary School Liaison	Anna Siedzik

Winthrop Elementary School Liaison	Michelle Horgan
SEPAC Liaison	David Polito; Michelle Bailey.
High School/MRMS Liaison	Jen Carr
Wellness Committee Liaison	Michelle Horgan
Wenham FINCOM/BOS Liaison	Michelle Bailey (Julia Campbell substituting if needed)
Hamilton FINCOM/BOS Liaison	Dana Allara

No motion or vote is necessary regarding the liaisons.

**B. Subcommittee Return to In-Person Discussion**

Superintendent Banios anticipates the State will require in-person meetings in the near future.

There is a discussion surrounding in person versus remote meetings, as well as the challenges and benefits associated with each. Ms. Siedzik points out that the Zoom meetings allow a level of accessibility previously absent in School Committee meetings. Further discussion regarding ADA requirements and compliance.

Ms. Allara points out that there are two (2) separate issues present in this discussion: (1) in-person versus Zoom meetings, and (2) ADA compliance and public accessibility. There is some discussion surrounding the transcription functions available on YouTube videos.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE RESUME MEETING IN-PERSON FOR ALL SUBCOMMITTEE MEETINGS.**

**MOTION by Michelle Bailey; SECONDED by Michelle Horgan.**

**MOTION FAILS (3 in favor: 3 opposed) through vote of six (6) members present.**

Meeting in-person opposed to Zoom is a decision ultimately left to the discretion of each subcommittee.

**14. Topics for Next Meeting**

The School Committee Retreat is scheduled for Monday, 07/19/2021 at a time to be determined. The next regular School Committee meeting is scheduled for Thursday, 08/19/2021 at 7:00 PM. Both meetings will be held in-person.

- Budget calendar presentation (08/19/21 agenda; per request of Ms. Bailey);
- Zoom broadcasting of in-person School Committee meetings (per request of Mrs. Carr);
- District policy surrounding displays of non-partisan signs (per request of Mrs. Carr);
  - Mrs. Carr explains that this agenda topic is necessary following the district's DEI audit. There is a brief discussion regarding this request; purview of the School Committee/*Policy Subcommittee*; and anticipated items for discussion at the 07/19/2021 Retreat.
- Review district's high level work plan/timeline for the 21/22 School Year (per request of Ms. Siedzik).
  - There is a brief discussion regarding the high level/big picture work plan for the next year. Ms. Allara anticipates addressing many of these details during the School Committee Retreat. There is a brief discussion regarding the vote to approve the Student Handbook, which will appear on the 08/19/2021 meeting agenda.



**15. Vote to Adjourn**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN THE 06/16/2021 MEETING AT 10:00 PM.**

**MOTION by Michelle Bailey; SECONDED by Jen Carr.**

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

*Respectfully submitted August 9 2021 by Mahala Lettvin, Recording Secretary.*

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