Approved by the HWRSD School Committee on 08/28/2019

The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, July 31, 2019 6:00 PM

Present:
Gene Lee (arrival at 6:30pm)
Michelle Horgan, Assistant Secretary
David Polito, Chairperson
Michelle Bailey
Stacey Metternick, Secretary
Peter Wolczik

Also Present:
Dr. Julie Kukenberger, Interim Superintendent
Dorothy Presser, MASC Representative
Mahala Lettvin, Recording Secretary

1. Call to Order
David Polito calls the meeting to order at 6:05 pm.

2. Pledge of Allegiance
All in attendance rise for the Pledge of Allegiance.

3. Citizens' Comments
Tom Whittredge, AFSCME COUNCIL 93 LOCAL 2905: Speaks of challenges faced in contract negotiations, with his gratitude extended to the District for their ongoing expertise. Mr. Whittredge states that former Superintendent, Dr. Michael Harvey will be greatly missed, however, Dr. Kukenberger is a great replacement!

4. Vote to Adjourn to Executive Session
I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN INTO EXECUTIVE SESSION AT 6:08PM FOR THE PURPOSE OF DISCUSSING STRATEGY RELATIVE TO CONTRACT NEGOTIATIONS WITH THE ASSISTANT SUPERINTENDENT FOR FINANCE & ADMINISTRATION AND TO RETURN TO OPEN SESSION (EXECUTIVE SESSION PURPOSE #2).

MOTION by David Polito.
Michelle Horgan: Yes;
Michelle Bailey: Yes;
Stacey Metternick: Yes;
Peter Wolczik: Yes.
Unanimously approved by 5 members present, via roll call vote.

School Committee meets in Executive Session, returning to open session at 6:42 pm.

5. Consent Agenda
a. Warrants
- June 24, 2019 — Exhibit A
- July 19, 2019 — Exhibit B

b. Minutes
- June 19, 2019 — Exhibit C

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA INCLUDING WARRANTS FROM 06/24/2019 (EXHIBIT A) AND

07/19/2019 (EXHIBIT B) AND MINUTES FROM 06/19/2019 (EXHIBIT C); THERE CAN BE NO FURTHER CHANGES TO THESE DOCUMENTS.

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

6. New Business

A. Appointment of Assistant Superintendent for Finance & Administration, Vincent Leone Exhibit I

Dr. Kukenberger details her recommendation that the School Committee appoint Vincent Leone (*District Director of Accounting & Payroll*) as the District's new *Assistant Superintendent for Finance & Administration.*

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPOINT VINCENT LEONE TO ASSISTANT SUPERINTENDENT FOR FINANCE & ADMINISTRATION, AS DETAILED IN EXHIBIT I, PAGES 23-32 OF THE SCHOOL COMMITTEE PACKET, WITH SUPERINTENDENT DR. KUKENBERGER NEGOTIATING THIS CONTRACT.

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

Vincent Leone, present in the audience, thanks Dr. Julie Kukenberger for her support throughout this process. Mr. Leone also extends his gratitude to Dr. Michael Harvey, former *Superintendent*, and Jeffery Sands, former *Assistant Superintendent for Finance & Administration*, for their support. Mr. Leone looks forward to taking on new challenges and opportunities in this role.

B. Closing of the FY19 Budget Exhibit D

Dr. Julie Kukenberger presents *Final FY19 Year-End Financial Close as of July 26, 2019*, a presentation created by Julie Kukenberger, Jeff Sands, and Vincent Leone (detailed in Exhibit D, pages 33 -40 of the School Committee Packet):

- FY19 Operating Expense Actuals Overview;
  - Salary Costs;
  - Operating Costs;
  - FY19 ended $9,594 or .030% favorable to budget;
- Summary by DESE Budget Category;
- Proposed Budget Transfers by DESE Budget Category;

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVES THE FY19 OPERATING EXPENSE BUDGET TRANSFERS AS RECOMMENDED HEREIN BY THE ASSISTANT SUPERINTENDENT OF FINANCE & ADMINISTRATION AND AS PRESENTED ON THE PREVIOUS SLIDE ENTITLED "PROPOSED BUDGET TRANSFERS BY DESE CATEGORY".

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

- Proposed Regional Transportation Transfer;

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE FY19 REGIONAL TRANSPORTATION TRANSFER AS RECOMMENDED HEREIN BY THE ASSISTANT SUPERINTENDENT OF FINANCE & ADMINISTRATION AND AS PRESENTED ON THE PREVIOUS SLIDE ENTITLE "PROPOSED REGIONAL TRANSPORTATION TRANSFER".

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Unanimously approved by 6 members present.

- FY19 Annual Audit Update

Dr. Kukeneberger thanks Jeff Sands, former *Assistant Superintendent for Finance & Administration*, as well as Vincent Leone, newly appointed *Assistant Superintendent for Finance & Administration*, for their hard work in closing out the FY and in developing the presentation.

C. Vote Ratified Custodial Agreement — Exhibit E

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO RATIFY THE CUSTODIAL AGREEMENT BETWEEN THE REGIONAL SCHOOL DISTRICT COMMITTEE AND AFSCME COUNCIL 93 LOCAL 2905, AS DETAILED IN EXHIBIT E, PAGES 41-76 OF THE SCHOOL COMMITTEE PACKET.

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

D. Football Boosters Fundraiser — Exhibit F

Jeremy Coffey, 45 Kimball Road, Wenham: Appears on behalf of Jim Moynihan, Football Boosters President, who is currently on vacation. Football Boosters are hoping the School Committee will approve their fundraising efforts: seeking sponsors to purchase banners (varying in size) to hang on the fence around the field. Mr. Coffey provides a brief overview of the success of the fundraising efforts from last year, and a summary of how funds will be used once obtained.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ALLOW THE FOOTBALL BOOSTERS TO FUNDRAISE AS DETAILED IN EXHIBIT F, PAGES 77-79 OF THE SCHOOL COMMITTEE PACKET.

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

E. Donation — Exhibit G

2019 Class Gift, $1,500

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE HAMILTON-WENHAM CLASS OF 2019 IN THE AMOUNT OF $1,500.00.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Unanimously approved by 6 members present.
Thank you to Class of 2019 for this generous donation!

7. Superintendent's Report

a. Entry Plan

Dr. Kukenberger states that she continues to work on the Entry Plan, however in her one month in the District, hiring was the top priority. Dr. Kukenberger explains that her goal is to develop a survey which will inform: development of entry plan; interim superintendent role and the best way to serve the community; and best course of action in guiding the School Committee in preparation for a full search for the permanent Superintendent. Dr. Kukenberger explains that she also plans to meet one-on-one with a variety of stakeholders throughout the community to help inform District priorities.

b. Appointments

Dr. Kukenberger details District appointments:

- Dr. Kukenberger is prepared to enter negotiations with Vincent Leone in his appointment to the Assistant Superintendent for Finance & Administration role;
- Carolyn Shediac has been appointed to the Winthrop Elementary Principal position;

- Thomas Geary has been appointed to the Director of Maintenance, Facilities and Operations position. This position will now include District safety and transportation aspects.

c. Enrollment Update

Dr. Kukenberger provides an update on District enrollment.

d. Winthrop Building Project Update

The building project at Winthrop is moving along with everything on schedule and on budget.

School Committee discusses elementary school playgrounds safety: Cutler School required immediate closure, but the playground will be functional in time for the first day of school.

8. Chair's Report

- David Polito officially welcomes interim Superintendent Dr. Julie Kukenberger;
- Hamilton-Wenham Little League team is in conference championship!

9. Capital/Financial Planning Committee

a. Vote Charge of Capital/Financial Planning Committee

Stacey Metternick states that the School Committee needs to vote in the Capital/.Financial Planning Committee charge:

Capital - Advocate and execute a list of needs to meet the short term and long term capital needs and make recommendations to the School Committee.

Finance - Review and improve the budget process to meet the strategic objectives of the School Committee in a transparent and collaborative manner. The group will make recommendations to the School Committee.

Turf Field - Will be an advisory group to the School Committee and any decisions made by the working group & all recommendations to the full School Committee for approval.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CAPITAL/FINANCIAL PLANNING SUB-COMMITTEE CHARGE AS PREVIOUSLY READ.

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

b. Update regarding Longmeadow (held until next meeting)

c. Hamilton & Wenham Town Finance Committee Outreach (held until next meeting)

10. School Committee Workshop - Dorothy Presser of MASC **Exhibit H**

At 7:28 pm, the School Committee relocates to Superintendent's office to begin their workshop, led by MASC representative Dorothy Presser.

a. Reflection Activity

Review School Committee member responsibilities, collective responsibilities, etc.

b. Review & Update School Committee Protocols

School Committee reviews School Committee Protocols, but committee members decided not to sign. Instead will do a review at each meeting and fill out a form, then give to Mahala so School Committee members can review at each meeting where they stand to make improvements in future.

c. Roles & Responsibilities

School Committee reviews member roles and responsibilities.

11. Vote to Adjourn **9:00 PM**

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 9:00PM.

MOTION by Stacey Metternick; SECONDED by Gene Lee.
Unanimously approved by 6 members present.

Respectfully submitted August 7, 2019 by Mahala Lettvin, Recording Secretary.