



## SCHOOL COMMITTEE MEETING

Buker Elementary School

Wednesday, October 2, 2019

7:00 p.m. - 9:00 p.m.

Multi-Purpose Room

|   |                       |
|---|-----------------------|
| <b>Community Meet and Greet! - open to the public</b>   | 6:30 PM               |
| All Hamilton and Wenham community members are invited to join to meet our full Leadership Team and welcome <b>6 NEW members!</b><br>Cookies and Coffee will be served | <a href="#">Flyer</a> |

### Agenda

1. **Call to order** 7:00 PM
2. **Pledge of Allegiance**
3. **Citizen's Comments**
4. **Workshop**
  - a. Strategic Blueprint - *What is the future we want to create?* Facilitated by the *HWRSD Leadership Team*
5. **New Business**
  - a. Welcome Wenham Town Administrator, *Anthony Ansaldi*
  - b. HWRSD 2019-2020 School Committee SMART Goals [Exhibit](#)
  - c. Select Delegate and Alternate for MASC Conference
  - d. Renewal co-op with Hamilton-Wenham as Host of Gymnastics with Manchester-Essex while adding Penguin Hall
  - d. New co-op with Hamilton-Wenham as Guest for Ski
  - e. Superintendent Search Subcommittee or Lead
  - f. Superintendent Search Timeline
6. **Superintendent's Report**
7. **Chair's Report**
8. **Capital/Financial Planning Committee**
  - a. Elementary School Site Visits, October 8, 2019 4:00-7:00 PM [Exhibit](#)



# HAMILTON-WENHAM

## REGIONAL SCHOOL DISTRICT

5 SCHOOL STREET, WENHAM, MA 01984 • TEL. 978-468-5310

### 9. Consent Agenda

#### a. Warrants:

- Voucher No: 1013
- Voucher No: 7
- Voucher No: 1014
- Voucher No: 2819
- Voucher No: 2820

[Exhibit](#)

#### b. Meeting minutes:

- August 28, 2019
- September 4, 2019

[Exhibit](#)

[Exhibit](#)

#### c. Executive Session Minutes:

- January 30, 2019
- March 27, 2019
- July 31, 2019

[Exhibit](#)

[Exhibit](#)

[Exhibit](#)

### 10. Other

#### a. Topics for Future Meetings

### 11. Adjourn to Executive Session purpose #3 to discuss strategy with respect to collective bargaining with the Hamilton-Wenham Education Association not to return to public session.



# Hamilton-Wenham Regional School District

## 2019-2020 School Committee DRAFT Goals

### SC SMART Goal #1: Create a TEAM

By June 2020, the HWRSD School Committee will improve a minimum of one scaled score in five areas; 1) goals, 2) operating protocol, 3) meetings, 4) monitoring, and 5) community engagement over September 2019 baseline line results as measured by the [Governance Rubric for Continuous Improvement](#)<sup>1</sup>.

#### *Key Actions:*

- Use governance rubric as pre, mid-year, and post assessment tool
- Schedule budget workshop to informally discuss and problem solve difficult issues
- Use School Committee Protocols to self-assess at the end of each School Committee meeting during September, October, and November

#### *Benchmarks:*

- By October 16, 2019, 85% of Governance team will complete a pre-assessment using the Governance Rubric for Continuous Improvement.
  - Compile data and use the results to assess opportunities for growth and present an improvement plan
- By February 1, 2020 85% of Governance team will complete a mid-year assessment using the Governance Rubric for Continuous Improvement.
  - Compile data and use the results to adjust key actions
- By June 1, 2020 85% of Governance team will complete a end-of-year assessment using the Governance Rubric for Continuous Improvement.
  - Compile data and use the results to assess goal progress
- By January 8, 2020 the HWRSD Leadership Team will facilitate a FY21 Budget workshop for the School Committee
  - Recommendation: LT FY21 Budget workshop
    - Option 1: Saturday, January 4, 2020 9:00-2:00 PM - lunch provided
    - Option 2: 2 part - Monday, January 6th & Tuesday, January 7th 5:00-8:00 PM

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<sup>1</sup> "District Governance Program - Massachusetts Association of School ...."  
<https://www.masc.org/field-services/district-governance-project>. Accessed 1 Sep. 2019.



# Hamilton-Wenham Regional School District

## 2019-2020 School Committee DRAFT Goals

- By **December 1, 2019** the School Committee conduct a formative assessment of the Superintendent's Performance using the [2019-2020 Indicator Rubric For Superintendents](#)
- By December 1, 2019 adopt a SC Protocol based on self-assessment results

### **SC SMART Goal #2: Clarify our VISION**

By June 2020, the HWRSD School Committee will increase community engagement by 50% as measured by stakeholder attendance and/or participation in engagement events/activities (compared to Fall 2019 baseline participation) in order to develop a long-range, future ready, shared vision for the Hamilton-Wenham Regional School District.

*Key Actions:*

*Benchmarks:*

### **SC SMART Goal #3: Develop a BUDGET**

By February 2020, the HWRSD develop a learner-centered budget that is fiscally responsible, addresses prioritized critical needs with input and recommendations from the HWRSD Leadership Team, and is conscientious - minding the impact on local taxpayers as measured by voter support.

*Key Actions:*

*Benchmarks:*



**HAMILTON-WENHAM**  
**REGIONAL SCHOOL DISTRICT**  
5 SCHOOL STREET, WENHAM, MA 01984 • TEL. 978-468-5310

**Elementary Schools - Site Visit Schedule:**  
Tuesday-October 8, 2019

| <b>School</b>              | <b>Principal</b> | <b>Time</b>      |
|----------------------------|------------------|------------------|
| Cutler Elementary School   | Jenn Clifford    | 4:00 - 4:45 p.m. |
| Winthrop Elementary School | Carolyn Shediak  | 5:00 - 5:45 p.m. |
| Buker Elementary School    | Ben Schersten    | 6:00 - 6:45 p.m. |

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1013

Voucher Date: 09/27/2019


Prepared By:



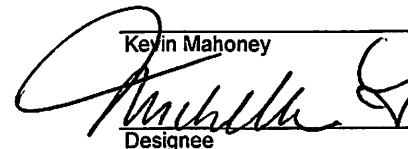
Printed: 09/25/2019 01:35:39 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$781,016.23 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.)

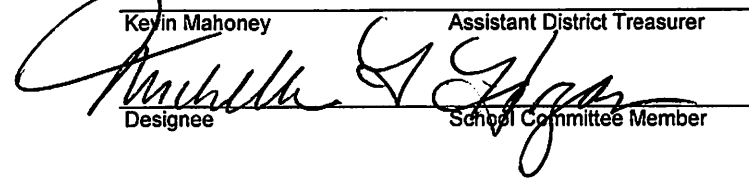
I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

  
\_\_\_\_\_  
Donald Gallant District Treasurer

Kevin Mahoney Assistant District Treasurer

  
\_\_\_\_\_  
Designee

Assistant District Treasurer

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

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

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| Fund             | Amount       |
|------------------|--------------|
| 001 GENERAL FUND | \$781,016.23 |
|                  | <hr/>        |
|                  | \$781,016.23 |

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 7

Voucher Date: 09/27/2019

Prepared By:

*Donald Gallant*

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HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$6,234.14 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 S. Joyce*  
Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

| Fund |                               | Amount            |
|------|-------------------------------|-------------------|
| 001  | GENERAL FUND                  | \$5,709.79        |
| 202  | REVOLVING FUNDS               | \$0.00            |
| 205  | ATHLETIC/EXTRA CURR REVOLVING | \$236.73          |
| 301  | TITLE I                       | \$287.62          |
| 302  | 94-142 IDEA 240               | \$0.00            |
| 402  | STATE GRANTS FY EVEN YEARS    | \$0.00            |
| 701  | CAFETERIA FUNDS               | \$0.00            |
|      |                               | <b>\$6,234.14</b> |

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# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

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Voucher No: 1014

Voucher Date: 09/27/2019

Prepared By:

*Donald Gallant*

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HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$52,227.81 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.

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*Donald Gallant*  
Donald Gallant District Treasurer

*Kevin Mahoney*  
Kevin Mahoney Assistant District Treasurer

*Mitchelle LeFevre*  
Michele LeFevre School Committee Member

Vincent Leone Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

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| Fund             | Amount                   |
|------------------|--------------------------|
| 001 GENERAL FUND | \$52,227.81              |
|                  | <hr/> <b>\$52,227.81</b> |

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# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

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Voucher No: 2819

Voucher Date: 09/27/2019

Prepared By:

*Donald Gallant*

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HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$115,033.19 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. Lyons*  
Designee School Committee Member

Vincent Leone Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

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| Fund |                               | Amount       |
|------|-------------------------------|--------------|
| 001  | GENERAL FUND                  | \$102,975.08 |
| 100  | PRIOR YEAR ENCUMBRANCES       | \$1,806.60   |
| 202  | REVOLVING FUNDS               | \$98.00      |
| 205  | ATHLETIC/EXTRA CURR REVOLVING | \$9,790.85   |
| 502  | PRIVATE GRANTS & GIFTS        | \$362.66     |
|      |                               | <hr/> <hr/>  |
|      |                               | \$115,033.19 |

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# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2820

Voucher Date: 09/27/2019

Prepared By:

*Don Gallant*

Printed: 09/25/2019 12:04:07 PM

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HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$100,958.38 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.

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*Donald Gallant*  
Donald Gallant

District Treasurer

*Kevin Mahoney*  
Kevin Mahoney

Assistant District Treasurer

*Michelle G. Flynn*  
Designee

School Committee Member

Vincent Leone

Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

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| Fund |   | Amount       |
|------|---|--------------|
| 001  | GENERAL FUND                            | \$79,969.83  |
| 202  | REVOLVING FUNDS                         | \$700.00     |
| 205  | ATHLETIC/EXTRA CURR REVOLVING           | \$9,140.72   |
| 309  | TITLE IIA: HW/SALEM INTEGRATION<br>TECH | \$5,664.47   |
| 402  | STATE GRANTS FY EVEN YEARS              | \$56.68      |
| 452  | CAPITAL PROJECT FY19/FY20               | \$5,245.00   |
| 601  | TRUST FUNDS                             | \$125.00     |
| 701  | CAFETERIA FUNDS                         | \$56.68      |
|      |   | <hr/> <hr/>  |
|      |   | \$100,958.38 |

**The Hamilton Wenham Regional School District  
School Committee Meeting  
Buker Elementary School Multi-Purpose Room  
Wednesday, August 28, 2019 7:00 PM**

**Present:**

Gene Lee  
Michelle Horgan, Assistant Secretary  
David Polito, Chairperson  
Michelle Bailey  
Stacey Metternick, Secretary  
Peter Wolczik

**Also Present:**

Dr. Julie Kukenberger, Interim Superintendent  
Vincent Leone, Assistant Superintendent to Finance & Administration

**1. Call to Order 7:00pm**

David Polito calls the meeting to order at 7:07 pm.

**2. Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

**3. Citizens' Comments**

None.

**4. Consent Agenda**

a. Warrants

- August 2, 2019
- July 31, 2019
- August 2, 2019
- July 17, 2019
- July 18, 2019
- July 22, 2019
- August 2, 2019
- August 2, 2019

Exhibit A  
Exhibit B  
Exhibit C  
Exhibit D  
Exhibit E  
Exhibit F  
Exhibit G  
Exhibit H

b. Vote to approve prior meeting minutes:

- July 2, 2019
- July 31, 2019

Exhibit O  
Exhibit P

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA AS IS; THERE CAN BE NO CHANGES.**

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

**5. New Business**

A. Vote to Renew Treasurer, Don Gallant, Contract

Exhibit I

There are no major changes to the previous contract approved last year. There is a 2.5% COLA increase reflected in this year's contract.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO RENEW DISTRICT TREASURER DON GALLANT'S CONTRACT AS STATED IN EXHIBIT I.**

**MOTION by Stacey Metternick; SECONDED by Michelle Horgan.**

**Unanimously approved by 6 members present.**

**B. Donations**

- *Friends of Cutler School - \$20,700*

Exhibit J

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER SCHOOL IN THE AMOUNT OF \$20,700.**

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

Thank you to the Friends of Cutler for their continued support of students!

- *Gift in memory of Catherine Comegys - \$500.00*

Exhibit K

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION IN MEMORY OF CATHERINE COMEGYS IN THE AMOUNT OF \$500.**

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

Thank you for this generous donation!

Dr. Kukenberger will acknowledge all donations moving forward.

**C. Vote to Approve School Committee Meeting Calendar**

Exhibit L

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE 2019/20 SCHOOL COMMITTEE CALENDAR AS DETAILED IN EXHIBIT L.**

**MOTION by Stacey Metternick; SECONDED by Gene Lee.**

Discussion: moving from every other Wednesday to the 1st and 3rd Wednesdays; further discussion regarding school vacations, holidays, and other factors impacting the School Committee calendar.

**Unanimously approved by 6 members present.**

**6. Superintendent's Report**

**a. Start of the School Year**

Busy and fun week, with staff being welcomed back on Monday. Feedback has generally been positive regarding the start of the school year, particularly the keynote speaker. Leadership team and School Committee are committed to making this school year successful. Dr. Kukenberger has checked in with all the school principals today.

**b. Enrollment Update**

Exhibit M

We have a very large Kindergarten and 1st Grade class. General consensus seems to be that enrollment is declining, however, this appears to not be the case. Dr. Kukenberger will continue to provide updates in enrollment trends.

**c. Vacancies**

Mr. Leone and Dr. Kukenberger interviewed a great pool of 6 candidates last Friday for the accounting role.

Dr. Kukenberger explains that the vacancies allow for a process to find efficiencies in hiring, redefining roles, etc. Interviews for HR/Benefits position will take place tomorrow, and this position will be a full time role to ensure staff is onboarded correctly and staff feel consistently supported.

New Director of Maintenance, Facilities, and Operations, Thomas Geary will begin after Labor Day, though he has been working closely with District Administration for planning purposes.

Dr. Kukenberger thanks the Hamilton Wenham Regional District custodians for their tireless work during construction work in preparing the schools for opening.

Dr. Kukenberger will continue to update the School Committee on vacancies and new positions.

**7. Chair's Report**

- Welcome everyone to the 2019/20 School Year!

**8. Capital/Financial Planning Committee**

**a. Update regarding potential of Longmeadow**

The Capital/Finance Planning Committee met on 08/20/2019 with a robust and productive conversation. Mr. Miller, Longmeadow, attended the meeting, and participated in an informative conversation regarding the purchase of the Longmeadow property, time frame involved, resources needed, and additional factors for consideration.

With a tight time frame, limited resources, and other obstacles present in this purchase, Gene Lee believes that the School Committee should **not** pursue the purchase of Longmeadow property.

Discussion regarding challenges faced, review the history of Longmeadow project, factors for consideration, alternative options, etc. David Polito wants to ensure that all School Committee members feel as though they've done their due diligence, and their voices have been heard.

School Committee ultimately agrees that Longmeadow purchase is not in the best interest of the schools at this point; the School Committee will not pursue the purchase of Longmeadow land at this time.

**b. Hamilton & Wenham Town Finance Committee outreach**

Dr. Kukenberger explains that both the Hamilton Town Manager, Joseph Domelowicz and Wenham Town Administrator, Anthony Ansaldi adopt a collaborative mindset, and District Administration will continue to be open and transparent with the towns to reach the ultimate benefit for shared constituents. Meetings with towns are scheduled in the future, and both Dr. Kukenberger and Mr. Leone will continue to update the School Committee regarding these meetings.

Michelle Bailey will forward the email regarding the reception event for Wenham's new Town Administrator: Tuesday, September 3, 2019 to take place at Town Hall.

Dr. Kukenberger explains that both Mr. Domelowicz and Mr. Ansaldi toured all three elementary schools with Thomas Geary present. Cutler Principal, Jennifer Clifford, was able to provide a tour of Cutler. Both parties were very attentive and interested in how to best meet the needs of the schools and students.

Discussion regarding future communications with FINCOMs. Gene Lee offers to serve as liaison to the Hamilton Capital Committee when appropriate.

**c. School Site Visits - observing the needs of our facilities**

Dr. Kukenberger has suggested that the School Committee tour the schools in order to gain a deeper understanding of the needs of schools, many of which are reflected on the long list of capital needs.

Gene Lee is interested in polling the School Committee to determine preference for day or evening tour. Dr. Kukenberger explains that objectives would be different based on timing of the tour: daytime tour would allow observation of the facilities while in use; School Committee members would obtain visibility and potential to build rapport. Evening hours tour would allow for School Committee members to gain a

more detailed understanding of facilities, engaging in the “nitty-gritty” details of capital needs. Dr. Kukenberger suggests evening hour tour.

School Committee members discuss pros and cons of tours during the day and tours at night, with the majority of members leaning towards evening hour tour, but ongoing interest in a daytime tour to occur in the future.

Discussion regarding facilities and list of needs, with Michelle Bailey and Stacey Metternick voicing confusion regarding vague and confusing list. Dr. Kukenberger explains that Thomas Geary, *Director of Maintenance, Facilities, and Operations*, is charged with updating the capital improvement plan, which the leadership team will then rank in terms of high - low priority.

Dr. Kukenberger will consult with school principals and sent out a doodle poll for availability, continuing to update the School Committee on possible tour dates/times.

## 9. Policy Committee

### a. Second Reading of Section A

Exhibit N

Michelle Bailey explains the changes incorporated in Section A of policies, based on meeting and discussion with MASC representative, Dorothy Presser. Many policies were redundant as they were already included in the by-laws. Ms. Bailey explains that section AA-E, detailed in the [School Committee Packet](#), was added, with other policies updated based on MASC policy.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE POLICIES IN SECTION A, AS DETAILED IN EXHIBIT N.**

**MOTION by Stacey Metternick; SECONDED by Gene Lee.**

Discussion: No changes were made to by-laws, which were approved in October of last year. Discussion regarding bylaws specific to the meeting minutes.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AMEND THE MOTION ON THE FLOOR; TO AMEND ARTICLE 6 IN THE BYLAWS TO REFLECT THE FOLLOWING:**

***THE MINUTES OF THE MEETING SHALL INCLUDE THE AYE AND NAYE 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. (AS DETAILED ON PAGE 80 OF THE [SCHOOL COMMITTEE PACKET](#))***

**MOTION by Stacey Metternick; SECONDED by Gene Lee.**

**Motion to Amend unanimously approved by 6 members present.**

**Original motion unanimously approved by 6 members present.**

Policy Section B has been completed, subcommittee will hand off to Dr. Kukenberger to schedule first reading. Mr. Leone will review Section D in the future, likely after budget season.

Topics for next meetings: (09/04/2019; items to be posted tomorrow)

- Legal counsel alternatives;
- Reappoint Kevin Mahoney to Assistant District Treasurer;
- Superintendent Goals;
- **NEASC** report;
- Boys & Girls Soccer Boosters.

## 10. Vote to Adjourn

**9:00 PM**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 8:05 PM.**

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

*Respectfully submitted September 20, 2019 by Mahala Lettvin, Recording Secretary.*

**The Hamilton Wenham Regional School District  
School Committee Meeting  
Buker Elementary School Multi-Purpose Room  
Wednesday, September 4, 2019 7:00 PM**

**Present:**

Gene Lee

Michelle Horgan, Assistant Secretary

David Polito, Chairperson

Michelle Bailey

Stacey Metternick, Secretary

Peter Wolczik

**Also Present:**

Dr. Julie Kukenberger, Interim Superintendent

Vincent Leone, Assistant Superintendent to Finance & Administration

Mahala Lettvin, Recording Secretary

**1. Call to Order**

David Polito calls the meeting to order at 7:02 pm.

**2. Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

**3. Citizens' Comments**

None.

**4. Consent Agenda**

● Warrants

- Voucher 4: August 16, 2019
- Voucher 1007: August 16, 2019
- Voucher 2809: August 16, 2019
- Voucher 2810: August 16, 2019
- Voucher 5: August 30, 2019
- Voucher 1009: August 30, 2019
- Voucher 1010: August 30, 2019
- Voucher 2811: August 30, 2019
- Voucher 2812: August 30, 2019

[Exhibit A](#)

[Exhibit B](#)

[Exhibit C](#)

[Exhibit D](#)

[Exhibit E](#)

[Exhibit F](#)

[Exhibit G](#)

[Exhibit H](#)

[Exhibit I](#)

[Exhibit J](#)

- Vote to Approve workshop minutes: August 21, 2019

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA AS STATED IN THE MEETING PACKET; THERE CAN BE NO FURTHER CHANGES TO THESE DOCUMENTS.**

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.**

**Unanimously approved by 6 members present.**

**5. New Business**

- A. Vote to Renew Asst. Treasurer, Kevin Mahoney, Contract

[Exhibit K](#)

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO RENEW ASSISTANT TREASURER KEVIN MAHONEY’S CONTRACT, AS STATED IN EXHIBIT K.**

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

B. Vote to approve Soccer Booster Fundraiser [Exhibit L](#)  
Jill Evers, President of the Boy’s Soccer Boosters explains the fundraiser and request, as detailed in Exhibit L: solicitations for local business support.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE BOYS AND GIRLS SOCCER BOOSTERS AS STATED IN EXHIBIT L**

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.**  
Discussion: no banners approved, just approval for the program itself.  
**Unanimously approved by 6 members present.**

C. Vote to appoint a member(s) to explore alternative legal support options  
Discussion regarding current legal counsel, Naomi Stonberg. David Polito spoke with Ms. Stonberg, who assured him that she is not retiring. Mr. Polito also points to the fact that Ms. Stonberg has not raised her prices in over 10 years, she returns calls while vacationing in Europe, and she is willing and eager to continue working for the district.

Stacey Metternick would like to have a discussion about alternative legal options for the district, as Ms. Stonberg’s level of expertise is limited to negotiating contracts.

David Polito would like to prioritize goals, and wonders if this issue warrants time, effort, and resources of the School Committee. Mr. Polito reiterates that consideration of alternatives is not in the best interest of the district.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPOINT A MEMBER OR MEMBERS OF THE SCHOOL COMMITTEE TO EXPLORE ALTERNATIVE LEGAL SUPPORT OPTIONS.**

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.**  
School Committee members discuss the pros and cons of exploring alternative legal options, including Ms. Stonberg’s accessibility, continuity, service to district, possibility of time off, communication regarding time off, etc.

Dr. Kukenberger recommends limiting discussion to whether or not to form subcommittee, rather than discussing the individual qualities of current legal counsel.

Further discussion regarding best practices involving routinely reviewing contractors, meeting due diligence, cost effectiveness through firm or individual, lack of review for Ms. Stonberg’s contract.

**Motion approved by two (2) members; Opposed by three (3) members; One (1) member abstaining.  
MOTION FAILS**

## 6. Superintendent's Report

### a. Entry Plan Presentation

[Exhibit M](#)

Dr. Kukenberger reviews her presentation on entry plan, to maximize the opportunity transition provides, as detailed in Exhibit M in the School Committee Packet:

Phase I: Transition: pre-entry, May-June 2019

Phase II: Entry: Listen, Learn, Observe, July - November 2019

Phase III: Data Analysis: Dissemination of Entry-Plan, December - January 2020

Phase IV: Planning: Synthesize, Build, Strategic Planning, January - July 2020

Entry Plan Focus Areas:

- Student Achievement
- Engaging the Community
- Governance Team/Committee of Education
- Examine the Budget Development Process
- Identify Educational Priorities and Next Steps

Superintendent Search: Superintendent Entry and Search Survey

- Dr. Kukenberger notes the importance of thoughtful input from the community, and best practices moving forward.

Cycles of Continuous Improvement

- Self-Assessment
- Analysis, Goal Setting and Plan Development
- Implementation of the Plan
- Mid-Cycle Goals Review

### b. DRAFT Interim Superintendent Goals

[Exhibit N](#)

- **District Improvement Goal #1: 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

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

- By December 2019,

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

- By June 2020, develop skills in strategy development

- **Student Improvement Goal #4: 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.

- **Questions, Comments, Suggestions, Ideas**

Discussion regarding new superintendent induction program, general consensus of superintendent goals, multi-tier system.

Dr. Kukenberger asks for a motion from the School Committee approving the Superintendent Goals. This motion will be made at a future meeting, after developing benchmarks.

## 7. Chair's Report

- David Polito provides a formal introduction to Vincent Leone, *Assistant Superintendent to Finance & Administration*.
- Discussion regarding hosting a community event as a community introduction to new hires in the leadership positions.
- DRAFT School Committee Goals [Exhibit O](#)

Discussion regarding the drafted goals for the School Committee, as detailed on page 23 of the School Committee Packet. Discussion regarding benefit of Dorothy Presser, MASC, facilitating movement and development of these goals.

1. *Goal #1: Create a TEAM*

By June 2020, the HWRSD School Committee will improve a minimum of one scaled score in five areas; 1) goals, 2) operating protocol, 3) meetings, 4) monitoring, and 5) community engagement over September 2019 baseline line results as measured by the [Governance Rubric for Continuous Improvement](#).

2. *Goal #2: Clarify our Vision*

By June 2020, the HWRSD School Committee will increase community engagement by 50% as measured by stakeholder attendance and/or participation in engagement events/activities (compared to Fall 2019 baseline participation) in order to develop a long-range, future ready, shared vision for the Hamilton-Wenham Regional School District.

3. *Goal #3: Develop a Budget*

By February 2020, the HWRSD develop a learner-centered budget that is fiscally responsible, addresses prioritized critical needs with input and recommendations from the HWRSD Leadership Team, and is conscientious - minding the impact on local taxpayers as measured by voter support.

School Committee members discuss subcommittee charges and tasks. Next Policy meeting is 09/18/2019; next Capital/Financial Planning meeting is 12/17/2019.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE WORKING GROUPS AS STATED: GOAL #1, CREATE A TEAM, ASSIGNED TO THE POLICY WORKING GROUP; GOAL #2, CLARIFY OUR VISION, ASSIGNED TO THE COMMUNICATIONS SUBCOMMITTEE; AND GOAL #3, DEVELOP A BUDGET, ASSIGNED TO THE CAPITAL PLANNING/FINANCE SUBCOMMITTEE. SUBCOMMITTEES WILL RETURN ON OCTOBER 2ND WITH KEY BENCHMARKS AND ACTION ITEMS FOR EACH GOAL.**

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

Technology Discussion: Discussion regarding switching over from DropBox to Google to increase efficiency and collaboration. Further discussion regarding IPADS distributed to School Committee members, trial period, training involved, searching functionality, security, paperless meetings, etc. Discussion regarding technological issues faced, Google solutions, etc.

**8. Items for Future Meetings**

- Vote to approve Dr. Kukenberger's goals;
- Executive Session: teacher's union negotiations;
- Subcommittee protocols with MASC presentation/overview;
- Wenham Town Administrator, Anthony Ansaldi, interested in attending School Committee meeting;

- Reception for new district leadership.

**9. Vote to Adjourn**

**9:00 PM**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 8:27PM.**

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

*Respectfully submitted September 20, 2019 by Mahala Lettvin, Recording Secretary.*

**The Hamilton Wenham Regional School District  
School Committee Meeting: Executive Session  
Buker Elementary School Conference Room  
Wednesday, January 30, 2019**

**Present:**

Jeanise Bertrand  
David Polito, Chairperson  
Gene Lee, Vice Chairperson  
Michelle Bailey  
Stacey Metternick, Secretary  
Peter Wolczik, Assistant Secretary

**Also Present:**

Michael Harvey, Superintendent  
Jeffrey Sands, Assistant Superintendent  
Mahala Lettvin, Recording Secretary

*10:15 pm - 11:00 pm*

As has been reported in local news, Dr. Harvey is the candidate at Masconomet School. David Polito stresses the importance of district leadership continuity. Gene Lee and David Polito report the revisions Dr. Harvey requested to current contract, including vacation days, 403B, etc.

Peter Wolczik claims teachers do not enjoy working under his Dr. Harvey's leadership, with Jeanise Bertrand countering this statement. A lively and passionate discussion follows.

Discussion regarding measurements of success, specifically MCAS scores, which begins a long and passionate exchange surrounding MCAS scores as a valid measure of leadership's efficiency.

Is the School Committee interested in continuing the contract and negotiations with Dr. Harvey? Michelle Bailey, Stacey Metternick, and Peter Wolczik **are not interested**. Jeanise Bertrand, David Polito, and Gene Lee **are interested**.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT  
EXECUTIVE SESSION MEETING ADJOURN AT 11:00 PM.**

**MOTION by Jeanise Bertrand; SECONDED by Michelle Bailey.**

Jeanise Bertrand -Yes  
David Polito -Yes  
Gene Lee -Yes  
Michelle Bailey -Yes  
Stacey Metternick -Yes  
Peter Wolczik -Yes  
**Unanimously approved via roll call vote.**

**The Hamilton Wenham Regional School District**  
**Executive Session Meeting**  
**Buker Elementary School Conference Room**  
**Wednesday, March 27, 2019 9:50 PM**

**Present:**

Kerry Gertz  
David Polito, Chairperson  
Gene Lee, Vice Chairperson  
Michelle Bailey  
Stacey Metternick, Secretary  
Peter Wolczik, Assistant Secretary

**Also Present:**

Michael Harvey, Superintendent  
Jeffrey Sands, Assistant Superintendent  
Mahala Lettvin, Recording Secretary

**9:50pm**

David Polito offers a brief synopsis of tonight's meeting: namely, that district administration is no longer willing to negotiate on behalf of the School Committee. With a few fairly large projects, including Longmeadow, this creates a number of problems which need to be discussed this evening.

Dr. Harvey and Jeff Sands point out the conflict with this particular committee, which prevents continued negotiations in good faith. Mr. Sands explains that he has never experienced a situation as insulting and disrespectful in his many years of experience.

Discussion regarding tension and conflict.

Jeff Sands asks the record to reflect: he has no desire to walk out of the room, nor is he asking permission to leave the room.

Brief summary of Longmeadow status to date: Andrew DeFranza has site control for another 3 months. Discussion regarding lack of representation in ongoing negotiations. Kerry Gertz suggests the possibility of a real estate agent.

David Polito expresses his frustration that both Dr. Harvey and Jeff Sands possess the experience and expertise to negotiate. Because of the situation, School Committee members now face an enormous financial burden to hire outsiders to complete work that would have been done better by administration.

Jeff Sands reiterates that the actions of the School Committee were hurtful and had a personal/vengeful tone.

Peter Wolczik offers his sympathy, proposing the School Committee offer a public apology/statement. Jeff Sands thanks Peter for his suggestion, and says this would be a good start to restoring more productive working relationships.

David Polito points to the specific agenda item earlier in the evening in Open Meeting. This item served as an opportunity for repairs to be made. No apologies were made, and no attempts to repair

damaged relationships were made, so the School Committee cannot move forward with plans surrounding Longmeadow.

Discussion regarding public statement, responsible parties in drafting statement, names included, timeline.

David Polito notes the ideal alternative to the situation at hand: conversing before an Open Meeting and enlisting problem solving strategies instead of attacks on administration. Michelle Bailey responds that the situation was handled in the way David has described. School Committee members disagree and a lively argument follows regarding the facts, professional and ethical considerations, and the role of School Committee members.

Discussion regarding negotiations with Longmeadow, with Jeff Sands explaining that at this point in the process, district administration would have been engaging with DeFranza, Farnham, and the Millers. Andrew DeFranza offered to help (strictly because of the positive relationship with district administration), but this has been lost because of the School Committee's actions.

Kerry Gertz and Gene Lee will collaborate on public statement/apology. Jeff Sands mentions specifics that he would like to be included. Finished public statement will be sent to Dr. Harvey and Mr. Sands.

Michelle Bailey notes Jeff Sands' threatening behavior. Jeff Sands asks that the record reflect: he has made no threatening comments, and his actions have not been in any way threatening.

Discussion: Longmeadow contingency plan, hiring of agent, financing this expense, possibilities in covering expenses, benefits of current administrative team and cost benefits (Dr. Harvey and Jeff Sands negotiating would have saved the district at least the amount of the annual salaries, both have prevented accumulation of legal fees that would have otherwise been common, etc.).

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE KERRY GERTZ AND GENE LEE TO MAKE A STATEMENT ON BEHALF OF THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE REGARDING ACTIONS, COMMENTS, AND INTENTIONS WITH DISTRICT ADMINISTRATION.**

**MOTION by Kerry Gertz; SECONDED by Gene Lee.**

**Peter Wolczik - Yes;**

**Stacey Metternick - Yes;**

**Kerry Gertz - Yes;**

**Gene Lee - Yes;**

**David Polito - Yes;**

**Michelle Bailey - Yes.**

**MOTION UNANIMOUSLY APPROVED VIA ROLL CALL VOTE.**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT ADJOURN EXECUTIVE SESSION MEETING AT 10:39 PM.**

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.**

**Peter Wolczik - Yes;**

**Stacey Metternick - Yes;**

**Kerry Gertz - Yes;**

**Gene Lee - Yes;**

**David Polito - Yes;**

**Michelle Bailey - Yes.**

**MOTION UNANIMOUSLY APPROVED VIA ROLL CALL VOTE.**

**The Hamilton Wenham Regional School District  
School Committee Executive Session Meeting  
Buker Elementary School  
Wednesday, July 31, 2019**

**Present:**

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

**Also Present:**

Dr. Julie Kukenberger, Superintendent  
Mahala Lettvin, Recording Secretary

Dr. Julie Kukenberger recommends that the School Committee appoint **Vincent Leone**, *Director of Accounting & Payroll*, as the replacement to Jeffery Sands, former *Assistant Superintendent for Finance & Administration*. Dr. Kukenberger speaks about redefining roles and responsibilities with the overall goal of the District moving toward more sustainability.

Discussion: position title change, candidate pool for *Assistant Superintendent* role, qualifications of candidate Vincent Leone, reporting structure, salary adjustments for position, support role beneath Assistant Superintendent position, position sustainability, etc.

Dr. Kukenberger recommends that the School Committee appoint **Thomas Geary** to the *Director of Facilities and Operation* position.

Discussion: candidate pool, attracting sufficient pool for position, changes made to requirements (*preferred* rather than *required* to attract a more diverse and relevant skill set), salary range, Mr. Geary's experience/qualifications, other changes to position (addition of safety, security, transportation), salary negotiation, contract negotiation, etc.

*Gene Lee enters the meeting at 6:28 pm.*

Discussion regarding terms of both contracts and strategy moving forward. Dr. Kukenberger and the School Committee discuss benefits of 5 year contracts - (1) to encourage stability and (2) to encourage short/long term goal development and fulfillment. Further discussion comparing 5-year contracts to 3-year contracts, including detailed discussion regarding previous attempts to buy out contracts, fiscal responsibility of District, risks of redundant positions, annual performance reviews, decisions on salaries and lengths of contract for each position.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE DIRECT DR. JULIE KUKENERGER TO ENTER INTO NEGOTIATIONS WITH VINCENT LEONE TO SECURE A 5- YEAR CONTRACT FOR THE POSITION OF ASSISTANT SUPERINTENDENT FOR FINANCE & ADMINISTRATION, WITH AN ANNUAL SALARY NOT TO EXCEED \$150,000; AND FURTHER FOR DR. JULIE KUKENBERGER TO ENTER INTO NEGOTIATIONS WITH THOMAS GEARY TO SECURE A 3- YEAR CONTRACT FOR THE POSITION OF DIRECTOR OF FACILITIES & OPERATIONS, WITH AN ANNUAL SALARY NOT TO EXCEED \$120,000.**

**MOTION by Stacey Metternick**

**David Polito: Yes;**

**Michelle Bailey: Yes;**

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**Stacey Metternick: Yes;**

**Gene Lee: Yes;**

**Peter Wolczik: Yes.**

**Unanimously approved by 6 members present, via roll call vote.**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN EXECUTIVE SESSION AT 6:40PM AND RETURN TO OPEN MEETING.**

**MOTION by Michelle Horgan.**

**David Polito: Yes;**

**Michelle Bailey: Yes;**

**Stacey Metternick: Yes;**

**Gene Lee: Yes;**

**Peter Wolczik: Yes.**

**Unanimously approved by 6 members present, via roll call vote.**

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