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

SCHOOL COMMITTEE MEETING

Buker Elementary School | Wednesday, December 4, 2019 | 6:30 p.m. - 9:00 p.m.

Multi-Purpose Room

AGENDA AMENDED 12/02/19
9:32 a.m.

1. **Call to order** 6:30 PM
2. **Pledge of Allegiance**
3. **Citizen's Comments**
4. **Superintendent's Report**
   a. School Improvement Goals and Strategic Blueprint - *Making Meaningful Connections* Facilitated by the *HWRSD Leadership Team* Exhibit
   b. Danielle Petrucci; Wellness Fair Exhibit
   c. Audit Firm Quotes Timeline
   d. Enrollment and Class Size Report Exhibit
   e. Miles River Middle School Student Work Display at the Wenham Museum Exhibit
5. **Student Representative's Report**
6. **New Business**
   a. Superintendent Search Planning - Facilitated by Dorothy Presser, MASC Exhibit
   b. Interim Superintendent Formative Assessment Process - Facilitated by Dorothy Presser, MASC
   c. Vote to consent to appoint John W. Bucco to the School Committee for Essex North Shore Agricultural & Technical School District Exhibit
   d. Donation
      - Friends of Cutler Donation for Amazing Nano Brothers Juggling Show Exhibit
      - EdFund Grant for BoSoma Exhibit
   e. School Committee Negotiations Subcommittee Configuration

OFFICIAL POSTING: Wednesday, November 27, 2019 @ 12:55 p.m.
AMENDED POSTING: December 1, 2019 @ 9:26 p.m.
AMENDED POSTING: December 2, 2019 @ 9:32 a.m.

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7. **Chair's Report**

8. **Committee Reports (continued)**

   a. Capital/Financial Planning Committee

   b. Policy Committee

9. **Consent Agenda**

   a. Warrants — Exhibit
      - Voucher No. 11
      - Voucher No. 1024
      - Voucher No. 1025
      - Voucher No. 2836
      - Voucher No. 2837
      - Voucher No. 2838
      - Voucher No. 2839
      - Voucher No. 2840

10. **Other**

    a. Topics for Future Meetings

11. **Vote to Adjourn**

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Overview of the Elementary School Improvement Goals

Goal #1 - Student Learning

By June 1, 2021 all HWRSD elementary teachers who teach mathematics will demonstrate progression from beginning to progressing (or progressing to strengthening) as measured by the DESE Assessment Literacy Continuum and in order to implement a variety of evidence-based assessment practices designed to empower students to monitor progress toward individual goals utilizing mathematics specific self-assessment tools.

Goal #2 - Safe Environment

By June 1, 2021, the HWRSD Elementary Schools will improve school culture and increase positive/effective student and staff views regarding school environment, safety, and engagement as measured by a common survey modeled after the DESE Views of Climate and Learning Survey project.

Goal #3 - Communication

By June 1, 2021, the HWRSD Elementary Schools will increase and differentiate regular two-way communication with families about student learning, performance, and school climate issues in an effort to ensure that all communication with families is meaningful. This includes soliciting feedback from families that informs improvements to communication.

Miles River Middle School Improvement Goals

MRMS Goal #1 - Implementation of schoolwide inclusive practices to benefit all students at Miles River Middle School

Action Steps

- 6-12 professional development with Landmark Outreach
- Grade level meeting and agreements for consistent implementation
- Team based training
- Evaluation of success/improvement

Benchmarks

- By October 2019 all classrooms will begin using four key inclusive practices: defining the why; reverbalization; systematic use of notes; word walls
- During the 2019-2020 school year all classrooms will consistently use the four inclusive practices as appropriate
- Throughout the year teachers will receive feedback on implementation through administrative observations, peer observations, and consultation with Landmark.
- By May 2020 teachers will reflect on implementation and make adjustments for the next school year.

MRMS Goal #2 - Implementation of a schoolwide Positive Behavioral Intervention and Support (PBIS) system at Miles River Middle School

Action Steps

- Implement a consistent, research based, school-wide system to support positive behaviors for all students
- Explicitly teach, model and reinforce desired behaviors
- Implement a system of data collection to monitor effectiveness and drive decisions
- Continued collaboration and training with the MRMS PBIS team and NE PBIS Academy

Benchmarks

- Schoolwide PBIS plan and procedures introduced in August and implemented throughout the year
- Ongoing training for staff
- Regular updates to staff on PBIS work

- Consistent Expectations for students and staff presented through student assemblies and lessons
- Schoolwide positive recognition system to be implemented by February
- Process for tracking and analyzing student behavior using SWIS software and other data tracking tools.

MRMS Goal #3 Revise and update the grade 6-8 social studies curriculum to reflect updated state frameworks

Action Steps

- Reorganization and realignment of 6th and7th grade curriculum
- Teacher collaboration and professional development with Primary Source and Generation Citizen
- Curriculum planning days in December/January
- Ongoing training and support
- Parent communication
- Ongoing evaluation of revised lessons and scope and sequence

Benchmarks

- Revised curriculum for 6th and 7th grade developed throughout the year to be implemented next year
- Updated and adjusted curriculum for 8th grade Civics curriculum including development of 8th grade Civics Action Project
- Updated unit and lesson plans

MRMS Goal #4 - Building implementation of ALICE enhanced lockdown training and procedures at MRMS and on the MS/HS campus

Action Steps

- District parent information night and continued communication
- Train new staff and faculty
- Retrain current staff and faculty
- Update building and campus emergency procedures
- Introduction of updated protocols and options to students
- Conduct drill for the MS/HS campus
- School and district coordination with parents/emergency services/school resource officer

Benchmarks

- Completion of parent information session by 9/25/19
- Completion of staff training/retraining by 11/8/19
- Completion of student training by 2/1/20
- Complete MS/HS drill by March 2020
- Reflection and update of district and campus emergency procedures by June 2020

MRMS Goal #5 - Work with all stakeholders to define shared beliefs about learning, aligning our practice to those beliefs, innovating to support modern learning

Action Steps

- Engage faculty, parents, students, school committee and community members in workshops to define shared beliefs in learning
- Create and present district Strategic Blueprint
- Apply to DESE Kaleidoscope collective
- Engage all stakeholders in explorations about deeper learning

Benchmarks

- Leadership team, faculty and school committee/parent/student workshops throughout the year
- Presentation and adoption of District Strategic Blueprint - December
- Application to DESE Kaleidoscope collective - November
- Exploration of shared beliefs about learning with all stakeholders - ongoing
- Use the Strategic Blueprint as a lens for developing the FY21 budget - October-April
- Plan next steps for Strategic Plan - Spring 2020

HWRHS School Improvement Goals 2019-20

Goal #1

To work during the 2019-20 school year with the staff, faculty, students, and parents to develop a shared set of core values/beliefs as required for NEAS&C Accreditation. We identified this in our self-reflection report as an area of weakness. NOTE: This will be in preparation for the 2020-2021 school year where we will develop and refine the Portrait of the Graduate and connect to the previously defined values/beliefs.

Goal #2

To continue to update and develop our curriculum documents using the UbD format by the end of the 2021 school year. We identified this in our self-reflection report as an area of weakness and a required foundation goal outlined in the NEAS&C Accreditation process.

Goal #3

During the 2019-20 school year, we will continue to integrate the ALICE Safety Protocols into our school by training and involving the students and staff in at least one building level drill.

Goal #4

Reduce the chronic absentee rate to 6.6% or less for the 2019-2020 school year. This rate is the target set by DESE for the current school year.

HWRSD Wellness Advisory Committee

2019 Wellness Fair

Chair: Danielle Petrucci

Co-Chair: Catherine Donovan

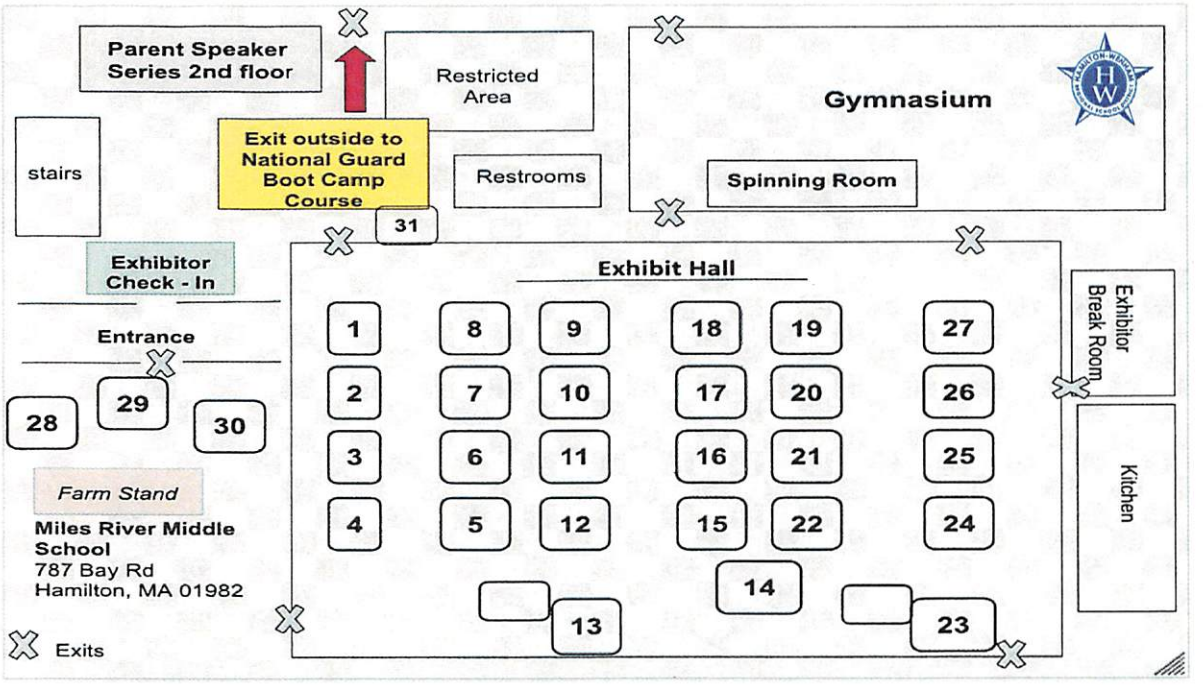
HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WELLNESS ADVISORY COMMITTEE

What We Do

The mission of the HWRSD Wellness Advisory Committee is to provide a Whole School, Whole Community, Whole Child Approach to physical, mental, social and emotional health promoting innovative learning and skill development as the foundation for academic success and personal achievement, thereby instilling a supportive and health literate climate for all students, teachers, staff, and community.



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WELLNESS ADVISORY COMMITTEE



Schedule of Events

PARENT SPEAKER SERIES
LOCATION: PA ROOM - 2ND FLOOR

TIME	SPEAKER	TOPIC
10:00am - 11:00am	Rose Cheyette *Samaritans Boston*	Suicide Prevention
11:00am - 12:00pm	Traci Wojciechowski *Caron Treatment Centers*	Vaping Tobacco & Marijuana
12:00pm - 1:00pm	Maria Melchionda *MA Health, PE, Recreation, & Dance*	Whole Child Education

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WELLNESS ADVISORY COMMITTEE

PHYSICAL ACTIVITY (All Ages)
LOCATION: GYMNASIUM

TIME	INSTRUCTOR	ACTIVITY
10:00am - 10:30am	Lisa LaPlante *LaPlante Healing Arts*	Yoga
11:00am - 12:00am	*BoSoma School of Dance & Studio 13*	Dance & Fitness
12:30pm - 1:00pm	Catherine Frost *Yoga Sakti*	Cycling
12:00pm - 1pm	Ms. Hanson, Mr. Laselva, Mrs. Adsit, Mr. Gauron *Wellness Department*	Rock Climbing Ages 12+

BOOT CAMP FITNESS (All Ages)
LOCATION: MRMS SOFTBALL FIELD

TIME	EXHIBITOR	ACTIVITY
10:00am - 1:00pm	*National Guard*	Boot Camp Fitness - all ages

Exhibitors

Rubi Wellness
Cape Ann Botanicals
H.i.p.p.i.e. Wellness
Tidal Medicine
Bright Day Yoga
K. Morrell Holistic Nutrition
North Shore Acupuncture
Griffin Bouchard Fundraiser
HW Cheerleading Team
Samaritans, Inc
HW Police/SR Officer

Artful Life Counseling Center
Curves Topsfield
S. Goodman Wellness
HWRSD School Nurses
HW Recreation Department
Acord Food Pantry
Pigeon Cove Ferments
Moira's Fitness
MAHPERD
Inner Source Wellness

HWRSD Wellness Dept.
HWRSD Nutrition Services
LaPlante Healing Arts
BoSoma Dance Studio,
Studio 13, & Pilates Bar
Meadowbrook Farm
Three Sisters Garden Project
The Food Project
MA Army National Guard
Kids' Test Kitchen



Outcomes

- New connections to community resources
- Increased education
- Awareness
- School & Community Collaboration

Looking Ahead

- November date
- 1 hot-topic speaker
- Same location
- Increase student participation - career connections

Thank You!

- Wellness Committee Members
- Student Volunteers
- Teacher Volunteers
- Exhibitors
- Speakers
- Administrators
- School Committee Members

Subject: FW: Congratulations!
Date: Wednesday, November 27, 2019 at 10:36:01 AM Eastern Standard Time
From: Kukenberger, Julie
To: School Committee
CC: Hovey, Craig, Lovell, Elizabeth, DST-Leadership-Team
Attachments: image001.jpg

Good afternoon SC Members,

I thought you may like to know that the Wenham Museum will be featuring several of our MRMS students' work during the month of December. What a great way to celebrate our students with our community.

Kind regards,

Julie

Julie R. Kukenberger, Ed. D.
Interim Superintendent of Schools
Hamilton-Wenham Regional School District

Pronouns: she/her/hers



From: "Hovey, Craig" <c.hovey@hwschools.net>
Date: Wednesday, November 27, 2019 at 8:21 AM
To: MR-All-Staff <All-MR-Staff@hwschools.net>
Cc: "Kukenberger, Julie" <j.kukenberger@hwschools.net>, "Losee, Kirsten" <K.Losee@hwschools.net>, "Concannon, Sheila" <S.Concannon@hwschools.net>
Subject: Congratulations!

Congratulations to the following students who's work will be on display at the Wenham Museum for the month of December. Stop by and check out their great work. Thank you to Sheila Concannon and Jenny Beauregard for putting this together.

Gr. 7 Cityscapes:
Cameron Massimi
Abigail Siegal
Norah McCullough
Maddie Carey
Alison Bouchard

Gr. 7 Abstract Drawings:
Abigail Siegal
Ethan Clay

Dylan Mason
Norah McCullough
Cameron Massimi

Gr. 6 Relief Self-Portraits:
Maddie Graber
Olivia Michaud
Clare O'Toole
Lyla Ashwood
Anna Hynes
Will Schack
Teddy Kinch
Jonas D'Arrigo

Gr. 6 Relief Prints:
Beza Samuel
Irene Cutter
Luke Chapdelaine
Clare O'Toole
Evelyn Durey

Grade 8 Black and White Drawings:
Fritz Harlamert
Julia Tsappis
Kyleigh Murphy

Hamilton-Wenham Regional Schools Superintendent Criteria

The Hamilton-Wenham Regional School Committee is seeking your opinion as it starts the process of selecting the next permanent Superintendent. We invite you to answer the following questions to provide your point of view as input to the process.

NOTE: The results of this survey are being independently received and tabulated by the Massachusetts Association of School Committees on behalf of the School Committee.

1. Please select the category that best describes you:
   - o Parent/guardian of a student enrolled in the Hamilton-Wenham Regional Schools
   - o Employee of the Hamilton-Wenham Regional Schools
   - o Resident of Hamilton or Wenham without children enrolled in the schools
   - o Student enrolled in the Hamilton-Wenham Regional Schools
   - o Graduate of the Hamilton-Wenham Regional Schools currently residing outside the district
   - o Other, please specify _____

2. What are the strengths and assets of the Hamilton-Wenham Regional Schools that you would like the next Superintendent to preserve and/or enhance?

3. What are the challenges/areas of growth and development involving the Hamilton-Wenham Regional Schools that you would like addressed by the next Superintendent (including new programs or services)?

4. What are the most important goals and outcomes for the Hamilton-Wenham Regional Schools that the next superintendent must pursue and reach?

5. Please select the five (5) most significant current or future issues that the new Superintendent will need to address:
    - o Educational leadership skills
    - o Public relations (including political coalition building)
    - o Collective Bargaining
    - o Facilities Management/Building Construction
    - o Special Education and English Language Learners
    - o Curriculum Development & Instruction
    - o Staff Retention
    - o Financial Management
    - o Enrollment
    - o Communication with Parents and Community
    - o Staff Relations
    - o Professional Development
    - o School-based Technology
    - o Defining District Goals
    - o Academic Standards/Student Assessment
    - o Diversity of Staff and Student Body
    - o Staff Evaluation
    - o Other (please specify) _____

6. What are the most important issues for you as we begin the process to select a new superintendent to take office on July 1, 2020?

7. Please identify the top five (5) skills and abilities of job applicants that are most important to the Hamilton-Wenham Regional Schools:

- o Development and implementation of budget
- o Success in acquiring outside funding
- o Success in applying for grants
- o Experience in collective bargaining
- o Successful regional school administrative experience
- o Experience in curriculum development
- o Excellent communication skills
- o Skill in working with diverse groups
- o Success in improving/maintaining high academic performance
- o Success in encouraging parental involvement
- o Ability to work cooperatively with the school committee
- o Experience in developing both short and long term district goals
- o Personal interest in continuation of professional development
- o Understands and recognizes good teaching
- o Strong organizational skills
- o Ability to interact with students
- o Experience with educational technology
- o Experience in promoting professional development for all staff
- o Excellent community relations
- o Experience in developing innovative educational partnerships
- o Ability to attract and/or lead a high performing administrative team
- o Success in recruitment and retention of high quality staff
- o Other (please specify)_____

8. What questions would you like the Search Committee to ask of Superintendent Candidates?

9. Please add any additional comments. Thank you for participating in the survey.

Hamilton-Wenham Regional School Committee
Superintendent Search
Focus Group and Screening Committee Recommendations

Focus Group Recommendations:

Both parent and staff/faculty sessions at:
Butler School
Cutler School
Winthrop School
Middle/High School
Community at-large
Central Office

(Generally, staff/faculty sessions are directly after school and parent sessions are in the evening of the same day. Central office sessions can be held early in the morning or at the end of the day.)

Screening Committee Composition Recommendations:

1 Central Office Administrator
1 Teacher from each level (elementary, middle, high)
1 Parent from each level
2 Community-at-large representatives
2 School Committee members

masc

November 25, 2019

TO: Hamilton-Wenham Regional School Committee

FROM: Dorothy Presser, Search Consultant

I'm looking forward to meeting with you on December 4 to begin your Superintendent Search process. In an effort to use the meeting time efficiently, I'm sending a number of documents ahead of time for your consideration.

1. Timelines

Two timelines are included. The difference between the two involves the community meeting, which was requested in RFP. Given the winter holidays, there is little likelihood of completing both the Focus Groups and the community meeting before the first of the year. Since we're always conscious of winter weather potentially interfering with search timelines, we look for ways to build in some buffers so that the search can be completed in the prescribed time. One possibility for your consideration is to allow time for community input at the School Committee meeting on December 18, after presenting the focus group and survey results to the Committee, rather than having a separate meeting in January. This would allow us to start advertising before the end of the year instead of mid-January. The second timeline leaves the community meeting in January. The completion date of both timelines is identical.

2. Focus Groups Schedule

A recommended list of Focus Groups is included. The School Committee will need to okay the list of Focus Groups it would like conducted. I will also need to know who the point person is in the district who will assist me in arranging the times and places for the Focus Groups.

3. Survey

A draft survey is included here as well. This is made available to stakeholders electronically through Surveymonkey to provide input, if you choose, along with the Focus Groups. The survey will need the Committee's okay. We will also need to discuss how the link to the survey will be conveyed to the community.

4. Screening Committee

The School Committee will need to decide on the composition of the Screening Committee, as well as how the selections will be made. The School Committee can make the selections if it chooses. Sometimes, the School Committee allows the Teacher's Association to select its representatives and the administrators to select their representatives. Alternatively, the representative for every groups can be drawn at random. A mix of methods can also be used. We can discuss this in more detail on December 4.

5. Advertising

While we don't need to make final determinations on December 4, we should discuss the level of advertising that the Committee would like for the search. Notice of the opening will be conveyed broadly via several electronic platforms. In addition, the Committee may want some print and/or mail exposure. While this is becoming less common with the advent of so many low-cost ways to broadcast the opening, it is something we should discuss.

Please feel free to be in touch with me in advance of December 4 with any questions you may have. Again, I look forward to meeting with you next week.

The Hamilton-Wenham Regional School Committee is currently searching for the next permanent Superintendent of Schools, who will begin serving on July 1, 2020. To help the Committee with this most important decision, we are seeking individuals to serve on an advisory Screening Committee to review applications, interview semi-finalists and recommend finalists to the School Committee.

This important task will require Screening Committee members to commit to the attached meeting schedule. It is extremely important that members are able to commit to all dates and be present for all semi-finalist interviews.

The Screening Committee will be comprised of __ individuals including a parent from each level, a community member at large, a teacher from each level, a building principal, a Central Office administrator, and two members of the School Committee. *The remainder of this paragraph will detail how the selection of the various Screening Committee members will be made, including the date the selections will be announced.*

If you are interested in serving on the Screening Committee, please submit a letter of interest to the School Committee by **December 20, 2019 at 5:00PM.** In your letter, please identify the group that you wish to represent from the categories above and outline your qualifications for the Committee. (Applicants should have the ability to work as part of a team and have a strong interest in the Hamilton-Wenham Regional Schools. Committee members must commit to keep the proceedings completely confidential.

The Screening Committee will meet on the following dates:

Fill in the dates here, depending on the version of the timeline chosen by the Committee.
Please ensure that you are available on all above dates prior to submitting a letter of interest. Anyone not present at all interviews will not be able to vote on the selection of finalists.

Please address letters of interest to David Polito, c/o Hamilton-Wenham Regional School District, 5 School Street, Wenham, MA 01984 or email to D.Polito@hwschools.net.

On behalf of the Hamilton-Wenham Regional School Committee, I would like to thank you in advance for your participation in this very important decision.

David Polito
Hamilton-Wenham Regional School Committee Chair

Hamilton-Wenham Regional School District
Proposed Superintendent Search Timeline

(Subject to School Committee Review and Adjustment)

November 20	School Committee meets with Consultant to: • Confirm timeline • Set schedule for Focus Groups • Approve online survey • Determine Screening Committee composition and recruitment plan • Discuss advertising and candidate recruitment strategy
December 2-13	Conduct focus groups and online survey Recruit volunteers for Screening Committee
December 18	School Committee meets with consultant to: • Analyze focus group and survey responses • Discuss leadership needs of the district with School Committee* • Preliminary approval of qualifications and selection criteria, pending Community meeting as requested in RFP • Review materials for advertising
January 6, 2020	Community Meeting to verify and refine leadership profile
January 8	School Committee meets with Consultant to finalize ad materials
January 10	Position posted and advertising begins
February 12	Screening Committee Orientation
Friday, February 14	Application deadline
February 24-28	Screening Committee meetings as needed to select semi-finalists, and conduct interviews
March 4	Screening Committee presents a list of finalists to the School Committee. Screening Committee is discharged.
Week of March 9	School Committee visits to finalists' districts
Week of March 16	Finalists visits to Hamilton-Wenham and interviews
Thursday, March 19	School Committee votes to appoint Superintendent
July 1, 2020	Superintendent begins tenure

*It is critical that all members of the Screening Committee be present for all semi-finalist interviews to enable participation in voting for finalists. Setting meeting dates for the Screening Committee before recruiting can be invaluable in keeping the search on track by ensuring that interested volunteers are able to make the scheduled meetings.

Hamilton-Wenham Regional School District
Proposed Superintendent Search Timeline

(Subject to School Committee Review and Adjustment)
Version 2

December 4	School Committee meets with Consultant to: • Confirm timeline • Set schedule for Focus Groups • Approve online survey • Determine Screening Committee composition and recruitment plan • Discuss advertising and candidate recruitment strategy
December 9-20	Conduct focus groups and online survey Recruit volunteers for Screening Committee
January 8, 2020	School Committee meets with consultant to: • Analyze focus group and survey responses • Discuss leadership needs of the district with School Committee • Preliminary approval of qualifications and selection criteria pending second Community meeting, as requested in RFP • Review materials for advertising
January 9, 2020	Community Meeting to verify and refine leadership profile
January 15	School Committee meets with Consultant to finalize ad materials
January 18	Position posted and advertising begins
February 12	Screening Committee Orientation
Friday, February 14	Application deadline
February 24-March 3	Screening Committee meetings as needed to select semi-finalists, and conduct interviews
March 4	Screening Committee presents a list of finalists to the School Committee. Screening Committee is discharged.
Week of March 9	School Committee visits to finalists' districts
Week of March 16	Finalists visits to Hamilton-Wenham and interviews
Thursday, March 19	School Committee votes to appoint Superintendent
July 1, 2020	Superintendent begins tenure

*Please note that this timeline requires the Focus Groups and online survey take place close to the December holidays, which could impact participation. In addition, it calls for more meetings of the School Committee outside of the regular meeting schedule. At this time of year, weather can also impact timelines, so more flexibility in the timeline to stay on track with the ultimate deadline of March 25, 2020 for a decision is preferable.

**It is critical that all members of the Screening Committee be present for all semi-finalist interviews to enable participation in voting for finalists. Setting meeting dates for the Screening Committee before recruiting can be invaluable in keeping the search on track by ensuring that interested volunteers are able to make the scheduled meetings.

Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Board of Selectmen and Town Administrator

TEL 978-468-5520 x2 FAX 978-468-8014

November 25, 2019

Dr. Julie Kukenberger
Interim Superintendent of Schools
Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984

Dear Dr. Kukenberger,

I'm writing on behalf of Trudy Reid, Wenham Town Moderator, to inform the School Committee of John W. Bucco's interest in appointment as Wenham's Representative to the Essex North Shore Agricultural and Technical School Committee as of January 1, 2020 for a term of three years. William O. Nichols, who served as Wenham's Representative to the committee for the past 22 years, is not seeking reappointment upon the expiration of his term December 31, 2019.

The Essex North Shore Agricultural and Technical School Committee By-Laws require consent of members of the regional high school district who are residents of Wenham on the appointment. Please forward formal consent from the Hamilton-Wenham Regional School Committee's Wenham residents of the appointment of John W. Bucco to the attention of Trudy Reid, Town Moderator, Wenham Town Hall, 138 Main Street, Wenham, MA, 01984 as soon as you are able. Upon receipt of such consent, Mr. Bucco will be appointed, and all required notification will be forwarded to the Essex North Shore Agricultural and Technical School Committee.

Please contact our office if you have any questions.

Sincerely,

Anthony M. Ansaldi, Jr.
Town Administrator

Enclosure

cc: Trudy Reid, Town Moderator

Carleo, Janell

Subject: FW: essex north shore agricultural & technical school committee letter of interest

From: Nicole Roebuck <NRoebuck@wenhamma.gov>
Sent: Friday, November 22, 2019 5:17 PM
To: Carleo, Janell <j.carleo@hwschools.net>
Subject: Fwd: essex north shore agricultural & technical school committee letter of interest

Here you go Janell. It's John Bucco. He is on the Board of Assessors.

Get Outlook for iOS

From: JOHN BUCCO <jbucco@comcast.net>
Sent: Monday, November 18, 2019 12:21 PM
To: d.polito@hwschools.net; treid@wenhamma.gov
Cc: jwilhelm@wenhamma.gov; charrison@wenhamma.gov; jclemenzi@wenhamma.gov; aansaldi@wenhamma.gov; nroebuck@wenhamma.gov; dbucco@wenhamma.gov
Subject: essex north shore agricultural & technical school committee letter of interest

As a tradesman in the field and dedicated to the education of our young people, I am very much interested in being appointed as the Wenham representative to the Essex North Shore Agricultural & Technical High School. Thank you for your consideration.
John Bucco
73 Topsfield Road
978-852-5843

November 12, 2019

The Friends of Cutler would like to present to Cutler School the funds needed to cover the costs of a visit from the *Amazing Nano Brothers Juggling Show*. $1500 of this donation was originally gifted to the Friends of Cutler from New England Biolabs. The shows will take place in January, 2020. The cost for two shows (one for grades K-2 and one for grades 3-5) would be $2200.

Respectfully Submitted,

Leslie Potter, leslie_donlon@yahoo.com
Lauren LoMonaco, laurenchiarenza@hotmail.com

Friends of Cutler Co-Presidents 2019-20

November 14, 2019

Please consider the attached gift proposal from the Friends of Cutler to Cutler School. I recommend the acceptance of the gift, totaling $2200, which will bring a Museum of Science program to all students at Cutler in January 2020. One assembly will be geared for grades K-2 and a second assembly for the older students in grades 3-5. The Amazing Nano Brothers Juggling Show describes itself as *a 40-minute live dramatic performance exploring nanoscale science and technology. Using an engaging blend of juggling, drama, and comedy, the show introduces students to the mysteries of matter—including atoms, molecules, nanoscale forces, and scanning probe microscopy.* This show will enhance our science curriculum at all levels in the areas of physical science.

Thank you for your consideration,

Jennifer Clifford

A Community of Learners

We are SAFE

We are RESPONSIBLE

We are CONSIDERATE

Bosoma Dance Company & Miles River Middle School

Edfund Grant Application

1. Has this grant been funded in the past? If yes, from what source?



The idea for this series was inspired by the collaboration between BoSoma Dance Company and the Miles River "Team Nile" in the Spring of 2019. Friends of the Arts funded a two day, three hour workshop with the professional dance company (link below) for all sixth graders held at Miles River Middle School.



The development of this longer, year-long workshop is inspired by the district summer reading text, *What School Could Be* which celebrates a movement towards "PEAK" style learning (see article linked below.) At its essence, PEAK design is project-based and encourages students to work with professionals in and around their community.

Dintersmith's PEAK Principles of Learning

BoSoma Dance Company



2. Description of project and purpose.



Description of Project

Students will work over the 2019-2020 school year in a series of eight project-based workshops with the professional dance company, BoSoma, to create a piece around the theme of Identity. Students will work with curricular text as well as their own original writing.

The workshops will focus on how movement can tell a story or express an idea. BoSoma Dancer-led exercises and interactive discussions will teach students how to create, interpret, and convey meaning through individual and collective movement.

Students will combine ideas originating in English Language Arts class with movement improvisation and the principles of choreography taught by BoSoma staff. Themes discussed during the workshop time will include:

- Abstract vs. Literal Thinking and Expression
- The Importance of Complete Story-telling with a defined beginning, middle and end
- The Importance of Spatial Design to add interest and detail to overall meaning

Students will practice using these tools to create meaningful movement and work towards the end result of a cohesive, rehearsed dance/movement performance about Identity.

Purpose

The purpose of this project is educational progression and student unification. This year-long approach is a step towards the district's of redefinition of our school's values to embrace project-based learning with community outreach. Students will not only be exposed to movement as a means of expression and self-discovery, they will also develop soft skills around collaboration, problem solving, time management, and presentation.

This project aims to unite all of our sixth graders into a community of learners and support our PBIS (Positive Behavioral Interventions and Supports) initiatives promoting self-awareness and consideration of others. Workshops will include a focus on the Middle School's recently developed motto: *We are a community of learners / We are safe / We are responsible / We are considerate* and how these descriptors relate to our personal, school, and regional identity.

Currently our sixth grade is divided between two teams, both teams would be working together on the cumulative performance. Merging the teams is often difficult to schedule, however all sixth grade teachers recognize the value of this work and are committed to remaining flexible with schedules on workshop days.

This grant will be used to enrich the student community while advancing their overall educational experience as they transition to their secondary education.

3. **Describe how this grant meets the goals of the Edfund Grants Program**

Project-based learning is emerging as a necessary educational model for our students. Performance-based projects force students rely on their own creativity and not physical materials.

Our district has a wonderful program for students interested in theatre, but there are no classes or extra-curricular options for movement/dance. This grant would provide a chance to partner with a community-based professional dance company and give our new secondary students an innovative opportunity to express themselves creatively and reflect on their personal growth and sense of self as they begin their secondary journey at Hamilton Wenham.

I look forward to uniting our entire sixth grade team to support this work. I believe other opportunities for arts collaboration would emerge throughout the year. While all students would be part of the movement performance, there are other opportunities for students to have agency over the event planning: creating an atmosphere of an arts venue through lighting, decor, music, programs, ushering, an emcee, and other possibilities I'll leave to the students!

On a personal side, as a theatre/dance major myself, this type of project based learning is the area I am excited to lead and organize. The opportunity to continue to work in some sort of dance element is exciting for me and the BoSoma company is deeply committed to students and professional level performance. Their passion and enthusiasm is inspiring and contagious.

4. Number of students and/or teachers to benefit.

All sixth grade students (141), staff and support staff.

5. Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, training, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost). The estimated ratio of dollars spent per student is taken into consideration.

- 8 sessions of workshops throughout the year - all 6th grade (122 kids)
- Time:
    - Workshops 9am-2pm (40 total hours per BoSoma Dance teacher)

- Student Performance (3 hours)
- Grant Budget:
  - BoSoma Workshop Sessions: 3 BoSoma Staff Members x $50/hour = $750 per day x 8 sessions = $6000 total
  - Final Project Student Performance (3 BoSoma Dance teachers leading show) = $500
  - BDC Team Program Planning, Customizing HW Workshop throughout the year: 3 BoSoma Staff members, 20 hours of planning at $25/hr = $1500
  - Total: $8,000

6. Possible future expenditures linked to this project (i.e. maintenance, parts replacement, professional development, etc.) including timeframes.

Future expenditure is difficult to determine at this time. Because this is a new collaboration and structure, we don't know what aspects will be the most successful. My hope is that it is the start of an ongoing collaboration, but that collaboration will evolve over time. Perhaps there are other elements of choice that are added into the workshop in future years: marketing, fundraising, design for those students that feel more passionate about these avenues as opposed to actually creating the performance itself.

7. Method of evaluating success of project (i.e. student feedback).

- Student feedback and reflection about the overall process and sense of self and identity
- Final Performance/Showcase
- Exit Tickets for parents post performance
- Possible collaboration with tech-department - video the process/conduct interviews and create a short film to be shared at the evening of the performance

Edfund
Hamilton Wenham

HAMILTON WENHAM EDFUND PROJECT GRANT APPLICATION FORM

Project grants are for projects of $1,000 or more, and should be designed to influence or advance the school system's interest in areas such as curriculum, technology, teaching methods, special school projects or specific innovative interdisciplinary projects.

Name(s) of Application Contact(s): Jacquelyn Craig

Submission date: 9/19/19 Date approval needed: 10/14/19

Contact(s) phone number: 508·843·6839 Email: j.craig@hwschools.net

Position or Title of Application Contact(s): ELA Teacher, 6th

Grant Title: BoSoma Identity Workshop

School(s): Miles River Grade(s): 6th

Amount requested: $8,000 Recurring costs: N/A

Please address the following topics:

1. Has this grant been funded in the past? If yes, from what source?
2. Description of project and purpose.
3. Describe how this grant meets the goals of the Edfund Grants Program (see Edfund Grant Guidelines and Criteria at http://hwedfund.org/applications-criteria.htm).
4. Number of students and/or teachers to benefit.
5. Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, training, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost). The estimated ratio of dollars spent per student is taken into consideration.
6. Possible future expenditures linked to this project (i.e. maintenance, parts replacement, professional development, etc.) including timeframes.
7. Method of evaluating success of project (i.e. student feedback).

Additional Comments: _____

Signature(s) of Applicant(s): [signature] Date: 9/19/19

Approval

Please submit grant application to your Principal for approval before sending to Dana Allara at edfundgrants@gmail.com, Edfund Grants Committee Chair with a copy to Director of Curriculum, Assessment and Instruction, Peggy McElhinney at m.mcelhinney@hwschools.net.

Principal: [signature] Date: 9/26/19

Revised 5/10/2016

Edfund
Hamilton Wenham

Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. **Edfund-Kevin Dyer at kevin.s.dyer@gmail.com and**
2. **Hamilton Wenham Administration-Vincent Leone at v.leone@hwschools.net**

We accept this grant from the **Hamilton Wenham Education Foundation** and agree to abide by the following associated provisions and obligations:

1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2019-2020 school year (or a mutually agreed upon date) are to be returned to the Edfund.
4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

The Grantee's deposit or endorsement of the enclosed check will also constitute its agreement to the terms and conditions set forth above.

School Name: Miles River Middle School

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: BoSoma Dance Company & Miles River Middle School

Grant Amount Approved: $8,000.00 Date Requested:

Grant Requestor's Name: Jacquelyn Craig Title: ELA Teacher

Email Address and Phone Number: j.craig@hwschools.net

Please attach a detailed budget for your approved grant

Signature of grant recipient _____

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 11 **Voucher Date:** 11/22/2019 Prepared By:

Printed: 11/20/2019 01:16:12 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $30,600.32 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 — School Committee Member

Vincent Leone — Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$3,897.64
202	REVOLVING FUNDS	$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	$24,983.49
301	TITLE I	$563.08
302	94-142 IDEA 240	$1,156.11
304	EARLY CHILDHOOD	$0.00
701	CAFETERIA FUNDS	$0.00
		$30,600.32

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1024 **Voucher Date:** 11/22/2019 Prepared By: Donald Gallant

Printed: 11/20/2019 01:09:54 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $860,586.30 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 — School Committee Member

Vincent Leone — Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$860,586.30
		$860,586.30

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1025 **Voucher Date:** 11/22/2019 Prepared By: Donald Gallant

Printed: 11/20/2019 01:26:50 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $58,358.68 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 — School Committee Member

Vincent Leone — Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$58,358.68
		$58,358.68

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2836 **Voucher Date:** 11/12/2019 Prepared By: N. Capozzi

Printed: 11/13/2019 08:16:54 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $117.44 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 — School Committee Member

Vincent Leone — Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$117.44
		$117.44

Created By: capozzid **Posted By:** capozzid **Date:** 11/13/2019 08:16:24 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2837 **Voucher Date:** 11/13/2019 Prepared By: W. Capozzi

Printed: 11/13/2019 11:44:43 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $787.00 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 — School Committee Member

Vincent Leone — Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$787.00
		$787.00

Created By: capozzid **Posted By:** capozzid **Date:** 11/13/2019 11:44:34 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2838 **Voucher Date:** 11/22/2019 Prepared By: Donald Gallant

Printed: 11/20/2019 01:46:34 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $27,962.55 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 — School Committee Member

Vincent Leone — Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
701	CAFETERIA FUNDS	$27,962.55
		$27,962.55

Created By: capozzid **Posted By:** v.leone **Date:** 11/20/2019 12:53:00 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2839 **Voucher Date:** 11/22/2019 Prepared By:

Printed: 11/20/2019 01:55:26 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $293,342.89 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 — School Committee Member

Vincent Leone — Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$274,067.59
100	PRIOR YEAR ENCUMBRANCES	$2,160.00
202	REVOLVING FUNDS	$1,245.51
205	ATHLETIC/EXTRA CURR REVOLVING	$2,003.63
303	TITLE IIA	$5,500.00
502	PRIVATE GRANTS & GIFTS	$8,366.16
		$293,342.89

Created By: capozzid **Posted By:** v.leone **Date:** 11/20/2019 12:53:16 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2840 **Voucher Date:** 11/22/2019 Prepared By: Donald Gallant

Printed: 11/20/2019 02:03:31 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $65,984.58 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 — School Committee Member

Vincent Leone — Assistant Super. of Fin. & Admin.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$56,323.53
100	PRIOR YEAR ENCUMBRANCES	$913.25
205	ATHLETIC/EXTRA CURR REVOLVING	$4,279.30
402	STATE GRANTS FY EVEN YEARS	$168.50
452	CAPITAL PROJECT FY19/FY20	$4,300.00
		$65,984.58