

**The Hamilton Wenham Regional School District  
School Committee Meeting  
Buker Elementary School Multi-Purpose Room  
Wednesday, December 4, 2019 6:30 PM**

**Present:**

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

**Also Present:**

Julie Kukenberger, Interim Superintendent  
Vincent Leone, Assistant Superintendent to Finance & Administration  
Mahala Lettvin, Recording Secretary  
Thomas Kaine, Student Government Representative  
Danielle Pertucci, Wellness Curriculum Coordinator  
Eric Tracy, High School Principal  
Bryan Menegoni, High School Assistant Principal  
Craig Hovey, Miles River Middle School Principal  
Elizabeth Lovell, Miles River Middle School Assistant Principal  
Ben Schersten, Buker Elementary School Principal  
Carolyn Shediak, Winthrop Elementary School Principal  
Jennifer Clifford, Cutler Elementary School Principal  
Susan Stibel, Elementary Language Arts Coordinator  
Christine Fichera, Elementary Math Coordinator  
Maureen Smith, Elementary Special Education Coordinator  
Lindsey McGovern Secondary Special Education Coordinator (MRMS/HS),  
Kristin Lazzaro, Director of School Counseling  
Alan Taupier, Director of Technology

**1) Call to Order**

6:30 PM

David Polito calls the meeting to order at 6:41 pm.

**2) Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

**3) Citizens' Comments**

None.

**4) Superintendent's Report**

- A. School Improvement Goals and Strategic Blueprint - Making Meaningful Connections  
Facilitated by the HWRSD Leadership Team [Exhibit](#)

Dr. Julie Kukenberger provides an overview of tonight's presentation and introduces Eric Tracy, *High School Principal*, and Elizabeth Lovell, *Middle School Assistant Principal*.

Mr. Tracy and Ms. Lovell review the major themes in prior workshops and introduce tonight's workshop which encourages participants to consider **why** - *why do we do what we do?* At the leadership level, *meeting the needs of all students* is what drives the "why". Review strategic objectives:

- **Strategic Objective #1:** DEFINE our shared beliefs about learning to develop our mission and vision;

- **Strategic Objective #2:** ALIGN our professional practices to our beliefs about learning, mission, and vision;
- **Strategic Objective #3:** INNOVATE to SUPPORT modern learning;
- **Strategic Objective #4:** ENGAGE the HWRSD community as partners in achieving our mission.

School Committee members are asked to visit each of the three tables to explore *What is the future of learning at HWRSD?* Discussion surrounding the workshop format and alignment with Massachusetts Open Meeting Law. Ms. Bailey notes neither the video recording nor the written minutes are able to accurately reflect the three different, concurrent conversations. Ms. Bailey and Ms. Metternick express concern about an Open Meeting Law violation, and request adjustments to the workshop format in accordance with the law. Further discussion surrounding intention of the workshop, Open Meeting Law, possible remedies, etc.

Participants break out into groups<sup>1</sup>, and hear presentations, each lasting approximately 15 minutes. Questions are held until the end of all presentations.

### **Elementary Schools Presentation**

*Ben Schersten, Buker Elementary School Principal;*  
*Carolyn Shediak, Winthrop Elementary School Principal;*  
*Jennifer Clifford, Cutler Elementary School Principal;*

Review and discuss the Elementary School 2019-2020 Improvement Goals:

1. 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.
  - Discussion regarding approaches taken and approaches planned for the future; student self-assessment process; role of parents in student self-assessment; etc.
2. 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.
  - Discussion surrounding ALICE protocols, safety training, communication strategies, intention of survey, etc.
3. 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.
  - Discussion regarding expanding communication, techniques, collaborative approaches, etc.

### **High School Presentation**

*Eric Tracy, High School Principal;*  
*Bryan Menegoni, High School Assistant Principal*

Review and discuss the High School 2019-2020 Improvement Goals:

1. 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 NEASC Accreditation. We identified this

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<sup>1</sup> **Group 1** (begins at Elementary School): Michelle Horgan, Michelle Bailey, Vincent Leone, Christine Fichera, Susan Stibel, Maureen Smith. **Group 2** (begins at Middle School): Stacey Metternick, David Polito, Julie Kukenberger, Kristin Lazzaro, and Alan Taupier. **Group 3** (begins at High School): Gene Lee, Peter Wolczik, Thomas Kaine, Lindsey McGovern, Stacy Bucyk, and Peggy McElinney  
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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.

- We will start to involve parents and smaller/larger committee.
2. 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 NEASC Accreditation process.
    - Teachers have built in time to work on this goal; progress is tracked in a spreadsheet; leadership is confident in ability to meet the goal.
  3. 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.
    - Details provided regarding *Parent Information Night* held earlier in the school year. Discussion regarding *evacuation and reunification*, training techniques about armed intruders/ other dangerous individuals, cementing emergency protocols, etc.
  4. 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.
    - Current rate is 7.3% Discussion regarding communication strategies with parents, current school policies, attendance patterns, CARE team intervention, factors relating to absenteeism, RISE program, etc.

### **Miles River Middle School Presentation**

*Craig Hovey, Miles River Middle School Principal*

*Elizabeth Lovell, Miles River Middle School Assistant Principal*

Review and discuss the Miles River Middle School 2019-2020 Improvement Goals:

1. 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.
2. Goal #2: Implementation of a school wide 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.
3. Goal #3: Revise and update the grade 6-8 social studies curriculum to reflect updated state frameworks:
  - Action Steps: Reorganization and realignment of 6th and 7th 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.
4. Goal #4: Building implementation of ALICE enhanced lockdown training and procedures at MRMS and on the MS/HS campus:
- Planning to do training by February and drill by March;
  - 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.
5. 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.

Presentations end at 7:35 pm. Mr. Polito opens the floor to questions.

### **Elementary Schools Question/Answer Session**

*Why is there a specific focus on the math curriculum?*

Mr. Schersten explains that the focus on math curriculum has been designed in order to narrow the focus of the goal. In addition, working within the same content area makes it easier for the leadership team to support the teachers, as well as for the teachers to support each other. Dr. Kukenberger adds that the focus on math is also a result of the district developing SMART goals - specific, measurable, attainable, realistic & rigorous, and time bound. By focusing on math, the schools will then be able to identify other areas and expand goals.

*Michelle Horgan: Has the student reflection model been used in any other districts, or elsewhere?*

Ms. Clifford explains that though this is not based on any other district specifically, the student reflection model is based on research showing self-reporting as one of the most effective ways to increase student achievement. Ms. Fichera explains that Hamilton Wenham elementary schools are beginning this approach with the math curriculum (where self-reflection is built in a bit already), however the schools will explore opportunities to expand this model.

*Michelle Bailey: Regarding Goal #2 (improve school culture [...] as measured by a common survey modeled after the [DESE Views of Climate and Learning Survey](#) project), when do you anticipate giving out the survey? How and when will parents have the opportunity to review questions in advance of it being administered?*

Ms. Clifford states that the goal is to complete the survey by February break. The data collected will be a starting point to determine what data is able to be collected, and design future surveys.

*Michelle Bailey: Is there a requirement to inform parents of the survey prior to administering it?*  
Ms. Clifford answers that there is no requirement to inform parents of the survey. The ultimate goal is to make the survey accessible to all students.

*Peter Wolczik: Regarding chronic absenteeism, will there be coordination between all school levels to examine whether there is a common theme?*

Yes. The elementary leadership team discusses findings, potential factors in absence (possible expense related issues during school vacations), change in calendar, alignment to other district calendars, etc.

### **Miles River Middle School Question/Answer Session**

*David Polito: Goal #5 (work with all stakeholders to define shared beliefs about learning, aligning our practice to those beliefs, innovating to support modern learning) seems to be an overarching theme, perhaps better placed as Goal #1. Why was this goal last?*

Mr. Hovey explains that this goal was added upon a recent, more in-depth review of the strategic plan, so it happens to appear last on the list. Dr. Kukenberger adds that goals are not numbered in terms of priority, as many are intersecting and interconnecting.

*Stacey Metternick: Where do you see Goal #5 going?*

Mr. Hovey notes that he does not have a well-defined action plan to meet this goal, but collaborating with the wider community is crucial as they work towards meeting and refining goals. Dr. Kukenberger adds that the goals will be more clearly defined and articulated after the School Committee votes to approve them.

*Michelle Bailey: We are about to embark on a process to select a superintendent for the schools. This process will include focus groups and surveys. What questions would you like answered to help determine an action plan for Goal #5?*

Mr. Hovey explains that he would like to know what the individual's strategy would be to engage the community and stakeholders.

*David Polito: Regarding Goal #3 (revise and update the grade 6-8 social studies curriculum to reflect updated state frameworks), is the curriculum currently meeting the State requirements?*

Mr. Hovey explains Hamilton-Wenham is ahead of the curve in a lot of ways, given the 8th grade Civics curriculum. In the future, a Civics Action Program will be added. Mr. Hovey notes that the new framework will blend what is currently offered: Ancient Civilizations (6th grade) and Geography (7th grade) in a more thematic way. This is a matter of reorganizing what the schools already have, to best meet the State requirements.

*Stacey Metternick: Regarding Goal #3 (revise and update the grade 6-8 social studies curriculum to reflect updated state frameworks) why hasn't the same shift been applied to other subjects?*

Mr. Hovey notes there are always opportunities for improvement; schools are consistently refining and improving methods, teaching practices, and curriculum. A new math curriculum was introduced last year, and a new science curriculum was introduced two years ago. Mr. Hovey notes that when there are major shifts to the curriculum, like in the case of social studies this year, it requires a significant amount of time and resources, and is thus included in the school improvement goals.

*Gene Lee: What questions did parents have regarding ALICE implementation?*

Mr. Hovey states that all the questions were recorded and can be shared with the School Committee. Mr. Hovey states the majority of questions were specific to individual student circumstances.

*Michelle Bailey: State law requires schools teach an anti-bullying program at each grade level. Is anti-bullying being taught as part of the PBIS program? If not, how is anti-bullying being taught at the Middle School level?*

Ms. Lovell explains that the PBIS program promotes positive behaviors, and though it compliments the anti-bullying instruction, the program itself is not designed as anti-bullying instruction. Anti-bullying is taught during Advisory, a 45-minute lesson occurring once a month, and often followed up in teams.

*David Polito: Please explain how the SRO is an asset to the schools, and how success is being measured.* Although there are no specific values currently measuring SRO performance, Mr. Hovey notes that Officer Richards has assisted with a number of tasks, including contacting families, addressing potential threats, and planning ALICE training. Dr. Kukenberger adds that Officer Richards has been working to compile evidence of his engagement across all school levels. He has been fostering trusting relationships within the schools, and also recently co-taught fire safety for the 8th graders.

*Michelle Horgan: Regarding Goal #1 (implementation of schoolwide inclusive practices to benefit all students at Miles River Middle School), will the staff have the option for professional development to enhance these practices?*

Mr. Hovey says the schools currently have a support from Landmark outreach that does professional development, and this relationship will continue in the future.

### **High School Question/Answer Session**

*Michelle Bailey: Please explain the "Portrait of the Graduate".*

Mr. Tracy explains that in accreditation speak, this means identifying what we believe the graduate will look like after graduating from HWRHS. Essentially, it shows how students will transfer their skills outside of the school. Mr. Tracy explains that there is ongoing work to determine how this will be measured, and how this will be reported to students and families.

*Michelle Bailey: Do you anticipate revising graduation requirements according to the findings of the portrait of the graduate?*

Mr. Tracy states that evaluating graduation requirements is a necessary practice, evidenced by the rapidly changing economy covered in previous workshops. He adds that considering the Portrait of the Graduate also means exploring how graduates got to where they are: examining every step of the way from K-8. Mr. Tracy points out that the Portrait of a Graduate will begin next year after a foundation is set with core values and beliefs. The graduation requirements may very well be revised according to a number of factors.

*Michelle Horgan: What is the UBD format?*

Mr. Tracy explains that UBD stands for "Understanding by Design" and is the process used for curriculum development. Ultimately, schools want students to learn a certain set of skills and standards, and the UBD format allows us to explore whether this is being done effectively.

*David Polito: How would you say those elements in Goal #1 and Goal #2 comes into play with what we've been discussing in the last 3 workshops?*

Mr. Tracy explains that the leadership team is attempting to make connections visible and direct in order to allow the larger community to understand what is being done and why. Curriculum work is a fluid process - it is ever changing and never complete.

*Stacey Metternick: Regarding the curriculum, do you notice that scheduling becomes an issue?*

Mr. Tracy states that the schedule is not very different from other high schools: Hamilton-Wenham has 54 teachers, each teaches 5 classes, and the schedule is organized into 7 periods. If something changes in course offerings, the schedule must adapt to that change. Mr. Tracy explains that the High School has taken advantage of virtual classes, and has offered a variety of new courses based on changing interests (e.g. journalism). Further discussion regarding courses offered, scheduling issues, AP courses, state requirements, increasing staff, balancing classes allowed, etc. Ms. Metternick inquires as to how many classes the department heads teach, with Mr. Tracy stating that each department head teaches 2 classes, generally at the high school level.

*Michelle Bailey: There is not a goal addressing the NEASC accreditation process. What does this mean in terms of what we should expect to see in the report, and what should we be planning for?*

Mr. Tracy explains that although the leadership team determined that the facilities were not equipped to meet the needs of teaching and learning, the group that came to observe did not agree. Mr. Tracy details the accreditation process, as well as what the School Committee should expect. The High School was last evaluated in 2006.

*David Polito: What are the next steps for the School Committee?*

Dr. Kukenberger explains that the School Committee is not being asked to take any action this evening. Workshops were designed to provide transparency and allow adequate time for School Committee members to digest the information. The school improvement goals and strategic blueprint will be finalized and sent to the School Committee in the near future.

Mr. Hovey and Ms. Clifford conclude the workshop this evening, summarizing the information provided and reviewing the goals set forth. Mr. Hovey presents a timeline of goals *A Vision for the HWRSD* (available online) which he continuously updates for the purposes of community involvement. He is happy to receive any feedback on the design and data. Ms. Clifford highlights the importance of coming together as a community to define our mission and vision, noting that the strategic objectives were designed to align and amplify shared beliefs. School Committee members are invited to provide feedback at any time.

Mr. Polito thanks the leadership team for the amount of work they have extended over the last few months to assemble this information.

*Thomas Kaine, Student Government Representative, leaves the meeting at 8:15pm.*

#### B. Danielle Pertucci; Wellness Fair

[Exhibit](#)

Michelle Horgan introduces Danielle Pertucci, *Wellness Curriculum Coordinator & Chair of the K-12 Wellness Committee*. Ms. Pertucci provides an overview of the *2019 Wellness Fair*, noting that Catherine Donovan, Co-Chair and *Director of Food Services*, was unable to attend tonight but was an integral part of both the Wellness Fair and this evening's presentation.

- Overview of Wellness Committee: structure, goals, meetings, mission statement, etc.;
- 2019 Wellness Fair:
  - Miles River Middle School location: review map and layout of events and speakers;
  - Overview of events- scheduling and topics;
    - Parent Speaker Series;
    - Physical Activity/Physical Fitness classes;
  - Outcomes:
    - New connections to community resources;
    - Increased education;
    - Awareness;
    - School & Community Collaboration;
  - Looking Ahead:
    - November date/possible scheduling obstacles in the future;
    - Number of "hot topic" speakers;
    - Location and layout;
    - Student participation opportunities with possible career connections;

Ms. Pertucci thanks all those involved in the success of the Wellness Fair: Wellness Committee Members, Student and Teacher Volunteers, Exhibitors, Speakers, Administrators, and School Committee Members

Brief discussion regarding the scheduling of The Wellness Fair: the event is anticipated to alternate with STEM night, occurring every other year.

Ms. Horgan extends her gratitude for Ms. Pertucci's hard work on the committee, and for attending tonight's School Committee meeting to present this information.

C. Audit Firm Quotes Timeline

As requested by the School Committee, Mr. Leone sent *Requests for Quotes* to three of the major local Audit Firms, and will keep the School Committee up to date on the status.

D. Enrollment and Class Size Reports

[Exhibit](#)

Dr. Kukenberger reviews information in the report sent to the School Committee, detailed in the attached [Exhibit](#). Ms. Metternick expresses her concern regarding class size, AP class conflicts, and the district's ability to adhere to class size policy.

E. Miles River Middle School Student Work Display at the Wenham Museum

[Exhibit](#)

Congratulations to the student artists featured in the Wenham Museum (see list of students detailed in [Exhibit](#)).

**5) Student Representative's Report**

Thomas Kaine left the meeting, however a report to the School Committee will occur in the near future.

**6) New Business**

A. Superintendent Search Planning - Facilitated by Dorothy Presser, MASC

[Exhibit](#)

Dorothy Presser, MASC representative, reviews the *School Superintendent Criteria; Superintendent Search Focus Group and Screening Committee Recommendations; 11/25/2019 Letter to the School Committee from MASC; Proposed language for Superintendent Job Posting; and the Proposed Superintendent Search Process Timelines (2 versions)*.

Discussion regarding the proposed *Superintendent Search Timelines* and potential conflicts with competing schedules. Ms. Presser offers to change/adapt timelines as necessary or requested by the School Committee. School Committee members agree to Version 2 (detailed on pages 10-11 in the attached [Exhibit](#))

Mr. Leone agrees to help Ms. Presser in coordinating focus group scheduling and participation.

Ms. Presser asks for the School Committee's feedback surrounding the proposed survey questions:

- Ms. Horgan suggests question 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?]*) expand into two questions, one question regarding growth, and one question regarding strengths;
- Ms. Bailey suggests including open ended questions about community needs/beliefs, as feedback from the community on this matter will help guide whether to focus on "traditional" or "innovative" leaders. Discussion on eliciting such feedback and need for additional questions. School Committee members agree that the survey should include a question: "*What is your vision for the future for education in the Hamilton-Wenham Regional School District?*"
- After a brief discussion, Ms. Presser also agrees to include a question centered on District Strategic Planning.

Mr. Wolczik inquires about the ability to come back to the survey at a later time, after opening and beginning the survey. There is a brief discussion regarding the technology and allowance of this, with Ms. Presser agreeing to ensure this is a possibility from her end.

Discussion regarding proposed timeline and the Regional Agreement, Town Meeting and other factors influencing the timeline.

Discussion regarding Screening Committee composition, appropriate number of members, etc. The letter circulated will include due date, directions, and email address to send applications. Ms. Presser will revise the letter and work with Ms. Bailey to finalize and circulate.

Ms. Presser seeks feedback from the School Committee regarding advertising the position (brochures from other districts are circulates as examples). Discussion regarding effectiveness of hard copy advertising, mailing list, communication strategy, etc.

Ms. Presser will attend the next meeting on 12/18/2019.

School Committee members agree to forgo printing hard copy brochures..

A. Interim Superintendent Formative Assessment Process - Facilitated by Dorothy Presser, MASCS  
Ms. Presser provides an overview of the Interim Superintendent Formative Assessment Process. There is a 2 part tool/standard administration to include (1) Goals and (2) Rating on Goals. The five-part cycle includes:

1. Self-Assessment
2. Create goals/create plan;
3. Plan implementation
4. Formative Evaluation
5. Formative Assessment;
6. Summative Assessment

Ms. Presser explains that this process is not intended to be a written assessment, instead it is a chance to build evidence of goal progress.

*Dorothy Presser exits the meeting at 10:00pm.*

- B. Vote to Appoint John Bucco to the School Committee for Essex North Shore Agricultural & Technical School District

[Exhibit](#)

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPOINT JOHN BUCCO TO THE SCHOOL COMMITTEE FOR ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT.**

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

**Approved by 4 School Committee (unanimous by all able to vote: Wenham Residents only).**

Thank you bill nichols fpr service

- C. Donations

- *Friends of Cutler Donation for Amazing Nano Brothers Juggling Show*

[Exhibit](#)

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER, TOTALING \$2,200.00 FOR THE MUSEUM OF SCIENCE AMAZING NANO BROTHERS JUGGLING SHOW.**

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

**Unanimously approved by 6 members present.**

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

- *EdFund Grant for BoSoma*

[Exhibit](#)

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE EDFUND GRANT FOR BOSOMA IN THE AMOUNT OF \$8,000.00.**

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

**Unanimously approved by 6 members present.**

Thank you to EdFund for their ongoing support of Hamilton-Wenham schools and students!

D. School Committee Negotiations Subcommittee Configuration

Ms. Metternick nominates Michelle Bailey to the Negotiations Subcommittee. Ms. Bailey accepts the nomination.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPOINT MICHELLE BAILEY TO THE NEGOTIATIONS SUBCOMMITTEE.**

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

7) **Chair's Report**

- Discussion regarding interest in the School Committee open seat, possibly extending the deadline 2 weeks, Hamilton Selectmen involvement, etc.
- Review the current timeline of budget discussions.

Dr. Kukenberger extends her gratitude to the community support from Eastern Bank, EdFund, and Friends of Buker to help with this year's Leadership Team Winter Gathering. The event will take place Wednesday, 12/18/2019 from 1:30pm - 3:00pm, and School Committee members are welcome to attend.

8) **Committee Reports**

A. Capital/Financial Planning Subcommittee

Mr. Lee reports that the next Capital/Financial Planning Subcommittee meeting will take place at 7:00pm on 12/11//2019, where a preview on capital requests will be made.

B. Policy Subcommittee

Ms. Bailey reports that there are many policies ready for review and approval by the School Committee. She recommends that members prepare for reviewing these policies over winter break.

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

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

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

10) **Other**

A. Topics for Future Meetings

- Warrant for elections opened to public;
- Preliminary budget/ tentative budget;
- Dorothy Presser, MASC, to attend to keep momentum for Superintendent Search proceedings;
- Operating protocol - update

Ms. Metternick requests that all materials for meetings are provided, at the latest, the Friday prior to the meeting.

Brief discussion regarding formative assessment process: Dr. Kukenberger explains the process of her own goal tracking- updating spreadsheets, Google Drive, etc.

**11) Vote to Adjourn**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 10:12 PM.**

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

*Respectfully submitted January 21, 2020 by Mahala Lettvin, Recording Secretary.*