



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

**School Committee Meeting**  
**Buker Elementary School Multi-Purpose Room**  
**Wednesday, January 8, 2020**  
**7:00PM - 9:00PM**

**Present:**

Gene Lee  
Michelle Horgan  
David Polito, Chairperson  
Tai Pryjma  
Peter Wolczik

**Also Present:**

Julie Kukenberger, Interim Superintendent  
Vincent Leone, Assistant Superintendent to Finance & Administration  
Thomas Kaine, Student Government Representative

**1. Call to Order**

7:00PM

David Polito, Chairperson, calls the meeting to order at 7:06 PM.

**2. Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

**3. Citizens' Comments**

None.

**4. New Business**

a. Adopt Tentative FY21 Budget

[Exhibit](#)

Dr. Kukenberger and Mr. Leone have developed the Tentative FY21 Budget in close collaboration with the HWRSD Leadership Team. Moving through the presentation slides, Mr. Leone and Dr. Kukenberger detail the budget development process, projected budget deficit, major drivers for FY21 Budget, curtailment efforts, budget alignment to the district's mission, level service versus level funding, budget goals, budget challenges, new investment priorities, capital projects, debt exclusions, and the next steps in the budget process (including public hearings and joint meetings).

Ms. Horgan asks for verification that the budget presented this evening considers the best interest of HWRSD students, while remaining as fiscally responsible as possible. Dr. Kukenberger does not expect the increase in this budget to be sustainable in the future. She explains that the FY21 Tentative Budget represents a "correction year," noting that future budgets would not reflect such a large percentage increase. Discussion regarding sustainability, capital projects, impact on voting

for approval of the tentative budget, needed direction from School Committee and community to refine the budget.

Ms. Horgan asks for further clarification regarding level funding versus level service. Dr. Kukenberger explains that a level *funding* budget would encompass a \$9 million reduction, which would require an enormous reduction in staff, and essentially be catastrophic to the district and the schools. Further discussion regarding the impact this would have on schools, etc.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE FY21 GENERAL FUND EXPENDITURES BUDGET OF \$37,867,528, THIS AMOUNT INCLUDES GENERAL FUND OPERATING EXPENSES, AFTER OFFSETS, IN THE AMOUNT OF \$37,454,275 AND GENERAL FUND DEBT SERVICE EXPENSES IN THE AMOUNT OF \$413,253; FURTHERMORE THE GROSS OPERATING EXPENSES OF THE DISTRICT, BEFORE OFFSETS, HAVE BEEN ALLOCATED TO THE DESE DEFINED ACCOUNTING ACCORDING TO THE SUMMARY OF DESE CATEGORY CHART INCLUDED IN THIS BUDGET PRESENTATION, AS DETAILED IN THE [EXHIBIT](#).**

**MOTION by Michelle Horgan; SECONDED by Gene Lee.**

*Discussion:* Mr. Polito explains that this budget is being approved as a working number, and it will not be the final budget put forth at Town Meeting. Discussion regarding next steps in the budget process and actions needed to further refine this budget.

Gene Lee:	Yes
Michelle Horgan:	Yes
Tai Pryjma:	Yes
Peter Wolczik:	Yes
David Polito:	Yes

**Unanimously approved via roll call vote of members present.**

b. Approval of Rollover of BANs (Bond Anticipation Notes) [Exhibit](#)

Don Gallant, *District Treasurer*, begins his presentation commending the district administration for the extraordinary amount of work in developing the FY21 Tentative Budget. He compliments the presentation given this evening, which he believes was remarkably easy to understand. Mr. Gallant summarizes the rollover of Bond Anticipation Notes, as detailed in the [Exhibit](#).

**I, THE DISTRICT ASSISTANT SECRETARY OF THE SCHOOL COMMITTEE, “THE COMMITTEE,” OF THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT, MASSACHUSETTS “THE DISTRICT” CERTIFY THAT AT A MEETING OF THE COMMITTEE HELD JANUARY 8TH, 2020, OF WHICH MEETING ALL MEMBERS OF THE COMMITTEE WERE DULY NOTIFIED AND AT WHICH A QUORUM WAS PRESENT, THE FOLLOWING VOTES WERE PASSED AS INDICATED BELOW, ALL OF WHICH APPEAR UPON THE OFFICIAL RECORD OF THE COMMITTEE IN MY CUSTODY:**

**VOTED TO APPROVE THE SALE OF THE \$715,000, 2.0% GENERAL OBLIGATION BOND ANTICIPATION NOTES (“THE NOTES”) OF THE DISTRICT DATED**

**JANUARY 23rd, 2020, AND PAYABLE JANUARY 22nd, 2021, TO OPPENHEIMER & COMPANY, INCORPORATED AT PAR AND ACCRUED INTEREST, IF ANY, PLUS A PREMIUM OF \$3,718.00.**

**MOTION by Michelle Horgan.**

Gene Lee: Yes  
Michelle Horgan: Yes  
Tai Pryjma: Yes  
Peter Wolczik: Yes  
David Polito: Yes

**Unanimously approved via roll call vote of members present.**

**FURTHER VOTED THAT IN CONNECTION WITH THE MARKETING AND SALE OF THE NOTES, THE PREPARATION AND DISTRIBUTION OF A NOTICE OF SALE AND PRELIMINARY OFFICIAL STATEMENT DATED JANUARY 2nd, 2020, AND THE FINAL OFFICIAL STATEMENT DATED JANUARY 8th, 2020, EACH IN SUCH FORM AS MAY BE APPROVED BY THE DISTRICT TREASURER, BE AND HEREBY ARE RATIFIED, CONFIRMED, APPROVED, AND ADOPTED.**

**MOTION by Michelle Horgan.**

*Discussion:* Mr. Gallant explains that the official statement is a detailed 80-page document.

Gene Lee: Yes  
Michelle Horgan: Yes  
Tai Pryjma: Yes  
Peter Wolczik: Yes  
David Polito: Yes

**Unanimously approved via roll call vote of members present.**

**FURTHER VOTED THAT WE AUTHORIZE AND DIRECT THE DISTRICT TREASURER TO ESTABLISH POST ISSUANCE FEDERAL TAX COMPLIANCE PROCEDURES IN SUCH FORM AS THE DISTRICT TREASURE & BOND COUNCIL DEEM SUFFICIENT, OR IF SUCH PROCEDURES ARE CURRENTLY IN PLACE, TO REVIEW AND UPDATE SAID PROCEDURES IN ORDER TO MONITOR AND MAINTAIN THE TAX-EXEMPT STATUS OF THE NOTES.**

**MOTION by Michelle Horgan.**

*Discussion:* Mr. Gallant explains that he works in conjunction with the bond council and bond advisors to ensure this tax exempt status.

Gene Lee: Yes  
Michelle Horgan: Yes  
Tai Pryjma: Yes  
Peter Wolczik: Yes  
David Polito: Yes

**Unanimously approved via roll call vote of members present.**

**FURTHER VOTED THAT EACH MEMBER OF THE COMMITTEE, THE DISTRICT ASSISTANT SECRETARY, AND THE DISTRICT TREASURER BE, AND HEREBY ARE, AUTHORIZED TO TAKE ANY AND ALL SUCH ACTIONS AND EXECUTE AND DELIVER SUCH CERTIFICATES, RECEIPTS, OR OTHER DOCUMENTS AS MAY BE**

**DETERMINED BY THEM, OR ANY OF THEM, TO BE NECESSARY OR CONVENIENT TO CARRY INTO EFFECT THE PROVISIONS OF THE FOREGOING VOTES.**

**MOTION by Michelle Horgan.**

*Discussion:* Mr. Gallant explains that he will receive a large stack of documents tomorrow, and he and Ms. Horgan will review and provide their signatures where necessary.

Gene Lee:	Yes
Michelle Horgan:	Yes
Tai Pryjma:	Yes
Peter Wolczik:	Yes
David Polito:	Yes

**Unanimously approved via roll call vote of members present.**

**I FURTHER CERTIFY THAT THE VOTES WERE TAKEN AT A MEETING OPEN TO THE PUBLIC, THAT NO VOTE WAS TAKEN BY SECRET BALLOT, THAT A NOTICE STATING THE PLACE, DATE, TIME, AND AGENDA FOR THE MEETING, WHICH AGENDA INCLUDED THE ADOPTION OF THE ABOVE VOTES, WAS FILED WITH THE TOWN CLERKS OF EACH OF THE MEMBER TOWNS OF HAMILTON AND WENHAM, MASSACHUSETTS, TOGETHER THE TOWN CLERKS, AND A COPY THEREOF POSTED IN A MANNER CONSPICUOUSLY VISIBLE TO THE PUBLIC AT ALL HOURS IN, OR ON, THE MUNICIPAL BUILDINGS IN WHICH THE OFFICES OF THE TOWN CLERKS AND THE DISTRICT'S ASSISTANT SECRETARY ARE LOCATED, OR IN ACCORDANCE WITH AN APPROVED ALTERNATIVE METHOD OF NOTICE PRESCRIBED OR APPROVED BY THE MASSACHUSETTS ATTORNEY GENERAL SET FORTH IN 940 CMR. 29.03 (4) AT LEAST 48 HOURS, NOT INCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS, PRIOR TO THE TIME OF THE MEETING AND REMAINED SO POSTED AT THE TIME OF THE MEETING, THAT NO DELIBERATION OR DECISION IN CONNECTION WITH THE SALE OF THE NOTES WERE TAKEN IN EXECUTIVE SESSION, ALL IN ACCORDANCE WITH G.L. C-30A, §§ 18-25 AS AMENDED.**

Mr. Gallant notes that no vote is required for the last declaration, and asks Ms. Horgan to provide him with the document with her signature.

c. Superintendent Search

[Exhibit](#)

Discussion regarding upcoming meetings and action items regarding the district's Superintendent search process. Dr. Kukenberger will ask Janelle Carleo to send calendar invites to provide a bit more organization to the process. Discussion regarding the upcoming workshops and the information anticipated.

d. Donations

*Edfund* \$5,000

[Exhibit](#)

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION IN THE AMOUNT OF \$5,000 FROM THE HAMILTON-WENHAM EDFUND FOR THE BIOTECH COURSE, WHICH WILL BE OFFERED IN THE 20/21 SCHOOL YEAR.**

**MOTION by Michelle Horgan; SECONDED by Gene Lee.  
Unanimously approved by 5 members present.**

Thank you to John Koch as well as the Hamilton-Wenham EdFund for their ongoing support of Hamilton-Wenham Schools!

e. Approve 2021 Field Trip to Peru - April 14, 2021

[Exhibit](#)

Discussion regarding travel advisory, potential impact on field trips. etc. Dr. Kukenberger has established a calendar reminder for 30 days prior to the field trip date, in order to revisit these travel concerns.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE 2021 WORLD STRIDES HAMILTON-WENHAM FIELD TRIP TO PERU ON APRIL 14, 2021.**

**MOTION by Michelle Horgan; SECONDED by Gene Lee.  
Unanimously approved by 5 members present.**

**5. Superintendent's Report**

a. Enrollment and Class Report

[Exhibit](#)

Dr. Kukenberger provides the Enrollment and Class report, as is a recurring report given during the first meeting of the month. She explains that the district is holding steady at 1,837 students, 2 less students than last month, as detailed in the [Exhibit](#). District administration will continuously monitor this data.

b. Northshore Education Consortium 2019 Annual Report

[Exhibit](#)

Dr. Kukenberger notes that Hamilton-Wenham is a part of the Northshore Education Consortium collaborative, allowing for reduced tuition rates for students placed in specialized programs. Dr. Kukenberger speaks about the benefits of the collaborative, and points to the 2019 Northshore Education Consortium Annual Report, as detailed in the [Exhibit](#).

c. Essex County Learning Community Participation

[Exhibit](#)

Dr. Kukenberger explains that Hamilton-Wenham Regional School District recently received approval for a grant, as detailed in the 08/02/2019 letter from the Essex County Learning Community ([Exhibit](#)).

**6. Chair's Report**

Introduction and welcome to Tai Pryjma, interim School Committee member.

**7. Committee Reports (continued)**

a. Capital/Financial Subcommittee

[Exhibit](#)

- SOI 2019 Results
  - Mr. Lee states that the 2019 Cutler and Winthrop SOIs were not accepted to move forward in the MSBA process. Discussion regarding challenges faced due to the rejection.
- SOI 2020 Application
  - Discussion regarding strategy in moving forward with future MSBA applications.

- Next Meeting Dates:
  - Tuesday, 01/21/20 @ 7:00 PM, Superintendent's Office
  - Tuesday, 02/04/20 @ 7:00 PM, Superintendent's Office

b. Policy Subcommittee

- First Reading of School Committee Policy C

[Exhibit](#)

Mr. Wolczik explains that the Policy Subcommittee has been meeting with Dorothy Presser, MASC, and Dr. Kukenberger to review the district policies and suggest language and/or content changes.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE FIRST READING OF SCHOOL COMMITTEE POLICY C.**

**MOTION by Michelle Horgan; SECONDED by Gene Lee.  
Unanimously approved by 5 members present.**

- First Reading of School Committee Policy E

[Exhibit](#)

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE FIRST READING OF SCHOOL COMMITTEE POLICY E.**

**MOTION by Michelle Horgan; SECONDED by Gene Lee.**

*Discussion:* Mr. Lee asks for a summary of any significant changes to Policy E, with Mr. Wolczik explaining that the changes were not controversial, and were made simply to better align with MASC guidelines. Discussion regarding the process of approving policy sections, how School Committee members contribute to the process of submitting policy changes, etc. Discussion regarding Policy E, specifically transportation policies in various scenarios, etc.

**Unanimously approved by 5 members present.**

- Next Meeting Dates: TBD

*Thomas Kaine exits the meeting at 8:52 PM.*

c. Negotiations Subcommittee

- Ms. Horgan reports that the next meeting will be preparing for the upcoming contract
- Next Meeting Date: 02/04/2020 @ 4:30 PM, Superintendent's Office (meeting are recurring on the first Tuesday of each month, 4:30 PM)

**8. Consent Agenda**

a. Warrants

[Exhibit](#)

- Voucher No. 2849
- Voucher No. 2850
- Voucher No. 2851
- Voucher No. 1030
- Voucher No. 14
- Voucher No. 1029
- Voucher No. 2847

- Voucher No. 2848
- Voucher No. 2853
- Voucher No. 15
- Voucher No. 1032
- Voucher No. 2855
- Voucher No. 2854
- Voucher No. 1031
- Voucher No. 2852
- Voucher No. 1254

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE WARRANTS AS LISTED IN THE CONSENT AGENDA ABOVE; THERE CAN BE NO FURTHER CHANGES TO THESE DOCUMENTS.**

**MOTION by Michelle Horgan; SECONDED by Gene Lee.  
Unanimously approved by 5 members present.**

b. Vote to approve prior meeting minutes

[Exhibit](#)

- July 31, 2019, Executive Session Minutes

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE 07/31/2019 EXECUTIVE SESSION MINUTES WITH AMENDMENTS AS DISCUSSED IN THE LAST MEETING; THERE CAN BE NO FURTHER CHANGES TO THESE DOCUMENTS.**

**MOTION by Michelle Horgan; SECONDED by Gene Lee.  
Unanimously approved by 5 members present.**

**9. Other**

a. Topics for Next Meeting

- Address HWRHS composting and recycling issues
  - Dr. Kukenberger states that there is an upcoming meeting on this issue; Ms. Horgan accepts an invitation to join this meeting.
- Formative Assessment from Dr. Kukenberger scheduled for 01/22/20 School Committee meeting (after confirming the agenda will allow for this).

**10. Vote to Adjourn into Executive Session**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN INTO EXECUTIVE SESSION FOR PURPOSE #3, TO DISCUSS STRATEGY WITH RESPECT TO COLLECTIVE BARGAINING WITH THE HAMILTON-WENHAM EDUCATION ASSOCIATION, AND TO RETURN TO PUBLIC SESSION.**

**MOTION by David Polito.**

Gene Lee:	Yes
Michelle Horgan:	Yes
Tai Pryjma:	Yes
Peter Wolczik:	Yes

David Polito: Yes

**Unanimously approved via roll call vote of members present.**

### **11. Sidebar Letter Agreement**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVES THE SIDEBAR AGREEMENT PRESENTED TO THE SCHOOL COMMITTEE FROM THE HAMILTON WENHAM EDUCATION ASSOCIATION TO CHANGE THE WORDING IN APPENDIX C, EXTENDED RESPONSIBILITIES/ STIPEND SCHEDULE, PAGES 51 TO 52.**

**MOTION by Michelle Horgan; SECONDED by Gene Lee.**

Gene Lee: Yes  
Michelle Horgan: Yes  
Tai Pryjma: Yes  
Peter Wolczik: Yes  
David Polito: Yes

**Unanimously approved via roll call vote of members present.**

*Noted:* The Sidebar Letter Agreement will be added as an appendix.

### **12. Vote to Adjourn**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN at 9:20PM.**

**MOTION by Michelle Horgan; SECONDED by Gene Lee.**

**Unanimously approved by 5 members present.**

*Respectfully submitted March 30, 2020 by Mahala Lettvin, Recording Secretary.*