HAMILTON - WENHAM REGIONAL SCHOOL DISTRICT

2020-2021 School Calendar (Approved by HWRSC on 12.19.18 - AMENDED Approved by HWRSC 12.18.2019 - Last Day AMENDED 03.18.2020)

August 2020 — 4 Days

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	TW	TW	SR	27	28	29
30	31					

September 2020 — 20 Days

Su	M	Tu	W	Th	F	Sa
		1	2	3	NS	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020 — 20 Days

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	TW	10
11	H	13	14	15	16	17
18	19	20	21	22	23	24
25	26	PTC	28	29	30	31

November 2020 — 18 Days

Su	M	Tu	W	Th	F	Sa
1	2	PTC	4	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	23	24	ER	H	V	28
29	30					

December 2020 — 17 Days

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	ER	V	H	26
27	V	V	V	V		

January 2021 — 19 Days

Su	M	Tu	W	Th	F	Sa
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 24th - Opening Day Teachers
August 24th & 25th - Teacher Workshops
August 25th - Orientation Grades 6 & 9
August 26th - Opening Day for All Students

HOLIDAYS & OTHER NO SCHOOL DAYS

September 4th - No School
September 7th - Labor Day - Holiday
October 9th - Teacher Workshop - No School for Students
October 12th - Indigenous Peoples' Day - Holiday
November 11th -Veterans' Day - Holiday
November 26th & 27th - Thanksgiving Holiday
December 24th - January 4th Winter Recess
January 18th - No School - Martin Luther King Day - Holiday
February 15th - 19th Presidents Day Holiday & Mid Winter Recess
March 15 - Teacher Workshop - No School for Students
April 2nd - Good Friday Holiday
April 19th - 23rd Patriot's Day Holiday and Spring Vacation
May 31st - Memorial Day - Holiday

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

All Jewish Holidays begin at sundown on the evening prior to the day of the holiday

September 19th - Rosh Hashanah
September 28th - Yom Kippur
December 11th - Hanukkah Begins
March 28th Passover Begins

DISMISSAL TIMES

Wednesday Teacher Workshops
Elementary Schools: 12:45
MS/HS: 1:30 PM
ER: Early Release Schedule (no lunch served)
MRMS/RHS Dismissal Early Release 10:30 AM
Elementary Dismissal Early Release 11:15 AM

EARLY RELEASE DATES

October 27th & November 3rd - Parent Teacher Conferences (Elementary Only)
November 25th
December 23rd
Last Day of School

KEY

PTC: Parent/Teacher Conferences (Elementary Only)
V: Vacation H: Holiday SR: All Students Return
TW: Teacher Workshop (No School for Students)
★ High School Graduation June 5, 2021
ER - Early Release All Levels
180/LD - Last Day of School With No Snow Days
185 - Last Day of School with 5 Snow Days

February 2021 — 15 Days

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	V	V	V	V	20
21	22	23	24	25	26	27
28						

March 2021 — 22 Days

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	TW	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021 — 16 Days

Su	M	Tu	W	Th	F	Sa
				1	H	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	V	V	V	V	24
25	26	27	28	29	30	

May 2021 — 20 Days

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	H					

June 2021 — 9 Days

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	★
6	7	8	9	10	180/LD	12
13	14	15	16	17	185	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HAMILTON - WENHAM REGIONAL SCHOOL DISTRICT

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August 2020 — 4 Days

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	TW	TW	SR	27	28	29
30	31					

September 2020 — 20 Days

Su	M	Tu	W	Th	F	Sa
		1	2	3	NS	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020 — 20 Days

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	TW	10
11	H	13	14	15	16	17
18	19	20	21	22	23	24
25	26	PTC	28	29	30	31

November 2020 — 17 Days

Su	M	Tu	W	Th	F	Sa
1	2	PTC	4	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	23	24	ER	H	V	28
29	30					

December 2020 — 17 Days

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	ER	V	H	26
27	V	V	V	V		

January 2021 — 19 Days

Su	M	Tu	W	Th	F	Sa
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 24th - Opening Day Teachers
August 24th & 25th - Teacher Workshops
August 25th - Orientation Grades 6 & 9
August 26th - Opening Day for All Students

HOLIDAYS & OTHER NO SCHOOL DAYS

September 4th - No School
September 7th - Labor Day - Holiday
October 9th - Teacher Workshop - No School for Students
October 12th - Indigenous Peoples' Day - Holiday
November 11th -Veterans' Day - Holiday
November 26th & 27th - Thanksgiving Holiday
December 24th - January 4th Winter Recess
January 18th - No School - Martin Luther King Day - Holiday
February 15th - 19th Presidents Day Holiday & Mid Winter Recess
March 15 - Teacher Workshop - No School for Students
April 2nd - Good Friday Holiday
April 19th - 23rd Patriot's Day Holiday and Spring Vacation
May 31st - Memorial Day - Holiday

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

All Jewish Holidays begin at sundown on the evening prior to the day of the holiday

September 19th - Rosh Hashanah
September 28th - Yom Kippur
December 11th - Hanukkah Begins
March 28th Passover Begins

DISMISSAL TIMES

Wednesday Teacher Workshops
Elementary Schools: 12:45
MS/HS: 1:30 PM
ER: Early Release Schedule (no lunch served)
MRMS/RHS Dismissal Early Release 10:30 AM
Elementary Dismissal Early Release 11:15 AM

EARLY RELEASE DATES

October 27th & November 3rd - Parent Teacher Conferences (Elementary Only)
November 25th
December 23rd
Last Day of School

KEY

PTC: Parent/Teacher Conferences (Elementary Only)
V: Vacation H: Holiday SR: All Students Return
TW: Teacher Workshop (No School for Students)
★ High School Graduation June 5, 2021
ER - Early Release All Levels
180/LD - Last Day of School With No Snow Days
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February 2021 — 15 Days

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	V	V	V	V	20
21	22	23	24	25	26	27
28						

March 2021 — 22 Days

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	TW	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021 — 16 Days

Su	M	Tu	W	Th	F	Sa
				1	H	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	V	V	V	V	24
25	26	27	28	29	30	

May 2021 — 20 Days

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	H					

June 2021 — 10 Days

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	★
6	7	8	9	10	11	12
13	180/LD	15	16	17	18	19
20	185	22	23	24	25	26
27	28	29	30			

July 2021

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HAMILTON - WENHAM REGIONAL SCHOOL DISTRICT

2019-2020 School Calendar (approved by HWRSC 12.19.18)

August 2019 — 2 Days

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	TW	TW	SR	29	NS	31

September 2019 — 20 Days

Su	M	Tu	W	Th	F	Sa
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019 — 21 Days

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	TW	12
13	H	15	16	17	18	19
20	21	22	23	24	25	26
27	28	PTC	30	31		

November 2019 — 18 Days

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	PTC	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	ER	H	H	30

December 2019 — 15 Days

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	V	V	H	V	V	28
29	V	V				

January 2020 — 21 Days

Su	M	Tu	W	Th	F	Sa
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

August 26th - Opening Day Teachers
August 26th & 27th - Teacher Workshops
August 27th - Orientation Grades 6 & 9
August 28th - Opening Day ALL Students Return

HOLIDAYS & OTHER NO SCHOOL DAYS

August 30th - No School
September 2nd - Labor Day - Holiday
October 11 - Teachers' Workshop Day - No School for Students
October 14th - Columbus Day - Holiday
November 11th - Veterans' Day - Holiday
November 28th & 29th - Thanksgiving Holiday
December 23rd - January 1st - Winter Recess
January 20th - Martin Luther King Jr. Day - Holiday
February 17th - 21st - Presidents Day Holiday & Mid Winter Recess
March 16th - Teachers' Workshop Day - No School for Students
April 10th - Good Friday - Holiday
April 20th - 24th - Patriots Day Holiday & Spring Vacation
May 25th - Memorial Day - Holiday

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

All Jewish Holidays begin @ sundown on the evening prior to the day of the holiday
September 30th - Rosh Hashana
October 9th - Yom Kippur
December 23rd - Hanukkah Begins
April 9th - Passover Begins

DISMISSAL TIMES

Wednesday Teacher Workshops
Elementary Schools: 12:45
MS/HS: 1:30 PM
ER: Early Release Schedule (no lunch served)
MRMS/RHS Dismissal Early Release 10:30 AM
Elementary Dismissal Early Release 11:15 PM

EARLY RELEASE DATES

October 29th & November 5th - Parent Teacher Conference/Elementary Only
November 27th
Last Day of School Early Release All Students/No Lunch Served

KEY

PTC: Parent/Teacher Conferences (Elementary Only)
V: Vacation H: Holiday SR: All Students Return
TW: Teacher Workshop (No School for Students)
★ High School Graduation June 6, 2020
ER - Early Release All Levels
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February 2020 — 15 Days

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	V	V	V	V	22
23	24	25	26	27	28	29

March 2020 — 21 Days

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	TW	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020 — 16 Days

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	H	V	V	V	V	25
26	27	28	29	30		

May 2020 — 20 Days

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						

June 2020 — 11 Days + 5

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	★
7	8	9	10	11	12	13
14	180/LD	16	17	18	19	20
21	185	23	24	25	26	27
28	29	30				

July 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Hamilton-Wenham Regional High School

Class of 2020 Milestone Events

Date	Event	Notes
Postponed	NHS Ceremony	Students notified
5/20 & 21	Senior Seminars	
5/22 - 28	Final Exams	
5/26	Scholarship Night - 6:30 PM	Auditorium
5/28	Senior Prom - 7-11 PM	Willowdale
6/1	Seniors Helping Seniors 8 AM - 12 noon	Students are in the community helping our senior citizens
6/3	Grad rehearsal #1 & Senior Farewell - 5:30 PM	Farewell in cafe
6/4	Grad Rehearsal #2 & Candlelight Ceremony 8:00 PM	Ceremony in gym
6/5	Elementary School Walk - 9 AM Grad Rehearsal #3	Seniors walk through the elementary school where they started their school career.
6/6	Graduation - 10 AM	Outside on backfield

Carleo, Janell

To: Gallant, Don
Subject: RE: Donations

From: Gallant, Don <D.Gallant@hwschools.net>
Sent: Friday, March 27, 2020 10:38 AM
To: Carleo, Janell <j.carleo@hwschools.net>
Cc: Kukenberger, Julie <j.kukenberger@hwschools.net>
Subject: Re: Donations

Janelle:

Here are the details on the two checks for the Helene Pruszynski Scholarship Fund:

Richard and Carole Nossek-$100.00
43 Dawley Drive
Stonington Ct 06378-2020

Philip and Barbara Arndt-$200.00
365 Greylock St
Lee, MA 01238-9391

And I will leave the copies of the warrants in your mailbox. The numbers are 23, 1045, 1046, 1047, 2883, 2884 and 2885.

Stay healthy.

Don Gallant

Carleo, Janell

To: Genualdo, Craig
Subject: RE: Celebrating Winter Success

From: Genualdo, Craig
Sent: Tuesday, March 24, 2020 11:04 AM
To: Kukenberger, Julie <j.kukenberger@hwschools.net>; Polito, David <D.Polito@hwschools.net>; Horgan, Michelle <m.horgan@hwschools.net>
Subject: Celebrating Winter Success

Good Morning

Due to the fact we may not have an in person School Committee meeting for a while, I was wondering if there is some way to honor the success of our winter teams. They were scheduled to appear ion person on 3/18 but obviously things got derailed.

Maybe if there is a virtual SC meting in the near future, we could take some time to read this...

HW would like to acknowledge the following teams and individuals.

After starting the year with a 1-5 record, HW Boy's Basketball won 12 consecutive games en route to their 6th CAL Title in seven years. The team also one two, tight tournament games and advanced to the North Sectional Semis. Coach Mike DiMarino won Coach of the Year for the fourth time in five years at the school.

Gymnastics won their 3rd consecutive league title on the strength of an undefeated season. The Generals routinely set individual and team records during their remarkable season. Head Coach Chris Way won his 2nd Coach of the Year Award in three years. We would also want to make sure to congratulate our teammates from Manchester-Essex and Penguin Hall who participated in our team co-op.

Hockey qualified for the State Tournament for the third time in a row. When the the current crop of Seniors were FR, it was the first year back as a Varsity program. The team went 0-18-2. This year, they faced Newton South in the tournament (a school roughly four times our size) and dropped a heartbreaker in double overtime with 10 seconds left. These seniors will be missed.

Finally, Girl's Basketball, under the direction of first year coach Mark Cole, qualified for the tournament for the third time in four years. They hung tough with North Reading, who went on to become North Champions before bowing out. In four years, this great group of seniors (who played for three different Head Coaches) went to the North Finals, won a league title and qualified for the tournament three times. An amazing accomplishment.

Finally, Senior Calvin Dalton (who wrestles as a Guest in our co-op with Salem HS) had another amazing year, coming off last year's State Championship season. This year, once again, Calvin was a league champ, a State Finalist, a New England Finalist and had qualified for Nationals.

Congratulations to all our student-athletes and their coaches and thank you to our co-op partners (Manchester-Essex, Penguin Hall and Salem) for their support during this very successful winter season.

With warmest regards

Craig

Schools	Level	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020
High												
	GR 12	125	124	122	122	122	122	122	123	123		
	GR 11	128	127	127	127	127	127	127	126	126		
	GR 10	117	116	116	116	116	116	116	116	116		
	GR 9	114	115	115	115	115	115	114	117	117		
	Choice In	67	68	70	70	70	70	69	68	68		
	Total	551	550	550	550	550	550	548	550	550	0	0
Middle												
	GR 8	117	118	117	117	117	117	117	117	117		
	GR 7	136	133	132	132	132	132	131	131	131		
	GR 6	133	135	135	135	135	135	135	135	135		
	Choice In	32	32	32	32	32	32	32	32	32		
	Total	418	418	416	416	416	416	415	415	415	0	0
Buker												
	GR 5	41	41	41	41	41	41	41	41	41		
	GR 4	44	44	44	44	44	43	42	42	42		
	GR 3	40	39	39	39	39	40	39	39	39		
	GR 2	43	43	43	43	43	43	43	43	43		
	GR 1	46	46	46	46	46	44	43	44	44		
	KINDR	43	43	44	44	44	44	44	44	44		
	Total	257	256	257	257	257	255	252	253	253	0	0
Cutler												
	GR 5	44	43	43	43	43	43	43	43	43		
	GR 4	44	45	45	45	45	45	45	45	45		
	GR 3	43	44	44	44	44	44	44	44	44		
	GR 2	61	62	63	62	62	62	62	62	62		
	GR 1	42	44	45	45	45	45	45	45	45		
	KINDR	40	38	38	37	37	37	37	37	37		
	Total	274	276	278	276	276	276	276	276	276	0	0
Winthrop												
	GR 5	55	57	57	57	57	57	57	58	58		
	GR 4	38	38	38	38	38	38	39	39	39		
	GR 3	46	46	46	46	46	46	46	46	46		
	GR 2	44	44	44	44	44	44	43	43	43		
	GR1	45	45	45	45	45	45	45	45	45		
	KINDR	64	64	64	64	64	64	64	64	64		
	PreK	40	40	40	46	46	46	50	50	50		
	Total	332	334	334	340	340	340	344	345	345	0	0
Grand Totals		1832	1834	1835	1839	1839	1837	1835	1839	1839	0	0

File: GA

PERSONNEL POLICIES GOALS

The District supports a student centered, creative, and flexible learning environment. The personnel policies of the District reflect this philosophy and guide the recruitment, selection, training and support of highly qualified and committed administrators, teachers and support staff.

The District's specific personnel goals are:

1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the district's learning program.

2. To develop a general staff assignment strategy that will contribute to the learning program, and to use it as the primary basis for determining staff assignments.

3. To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.

4. To provide for a genuine team approach to education.

5. To develop and use for personnel evaluation positive processes that contribute to the improvement of both staff capabilities and the learning program.

LEGAL REF.: 603 CMR 26:00

EQUAL EMPLOYMENT OPPORTUNITY

The District does not discriminate on the basis of sex, race, color, national origin, sexual orientation, gender identity, religion, age, handicap, pregnancy or pregnancy related condition, and/or disability in admission to, access to, treatment in, or employment in its programs and activities. The School Committee will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, national origin, gender identity, pregnancy or pregnancy related condition, or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent of Schools
HWRSD
5 School Street
Wenham, MA 01984 (978) 468-5310

Inquiries concerning the application of non-discrimination policies may also be referred to the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. (617) 289-0111

LEGAL REFS.: 603 CMR 26:00
M.G.L. 151B

File: GBA

File: GBEA

STAFF ETHICS / CONFLICT OF INTEREST

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents/guardians, coworkers, and officials of the school district.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school district. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to them.

Every two years, all current employees, including School Committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the municipal or district Clerk through the Superintendent's office.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Municipal or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws and regulations of the State as these affect their work, the policies of the School Committee, and the procedures designed to implement them.

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school district but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.

2. Support and enforcement of policies of the Committee and their implementing procedures and school rules in regard to students.

3. Diligence in submitting required reports promptly at the times specified.

4. Care and protection of school property.

5. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

LEGAL REFS.: M.G.L. 71:37H; 264:11; 264:14

File: GBEBC

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

The acceptance of gifts worth $50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than $50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth $50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than $50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of $20 value is the same as 1 gift of $80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than $10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth $50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to $150 or several class gifts in a single year with a total value up to $150 from parents/guardians and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the $50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

LEGAL REFS.: M.G.L. 268A:3; 268A:23; 930 CMR 5.00

CROSS REFS.: KHA, Public Solicitations in the Schools
JP, Student Donations and Gifts

ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy (KCD). The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents/guardians of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents/guardians who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL 44:53A; 71:37A; 268A:3; 268A:23;
Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;
GBEBC, Gifts To and Solicitations by Staff;
KCD, Public Gifts to Schools

File: GBEC

DRUG-FREE WORKPLACE POLICY

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.

2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.

3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.

4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.

6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

LEGAL REFS.: The Drug-Free Workplace Act of 1988

CROSS REFS.: IHAMB, Teaching about Drugs, Alcohol, and Tobacco
JICH, Drug and Alcohol Use by Students

TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times.

Staff members who violate this policy will be referred to their immediate supervisor.

LEGAL REF.: M.G.L. 71:37H

CROSS REFS.: ADC, Tobacco Products on School Premises Prohibited
JICH, Alcohol, Tobacco and Drug Use by Students Prohibited

STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Employees offered a position as a custodian, maintenance worker or food service worker must successfully pass a pre-employment physical examination (provided at School Committee cost) prior to the date of employment.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school district whenever that employee's health appears to be a hazard to children or others in the school district or when a doctor's certificate is legally required to verify need for sick leave.

School employees, their families and members of their household are eligible to use the confidential services provided by the municipality's employee assistance program,

LEGAL REFS.: M.G.L. 71:54; 71:55C

CROSS REFS.: EB, Safety Program

File: GBGBA

STAFF ACCIDENT REPORTS

The School Committee expects the Superintendent to have a procedure in place that informs staff members of their rights and obligations should an accident or injury occur during working hours.

PLEASE NOTE:

All school personnel who receive any kind of injury on the school premises are required to file a written report of said accident within 24 hours. Forms for this purpose are available at the office of each Principal. Failure to follow this procedure may jeopardize eligibility for Workmen's Compensation. Specific instructions for documenting and filing a workman's compensation claim are located in the Nursing Department Policy and Procedure Manual found in each nursing office and front office of a school.

DOMESTIC VIOLENCE LEAVE POLICY

It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12-month period. In order to be eligible for said leave:

i. the employee, or a family member of the employee must be a victim of abusive behavior;
ii. the employee must be using the leave from work to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
iii. the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The fifteen days of leave shall be paid. An employee seeking such leave shall not need to exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists, the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing any one of the following documents to the employer:

(1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;

(2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;

(3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;

(4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt; or has been convicted of, or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;

(5) medical documentation of treatment as a result of the abusive behavior;

(6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, healthcare worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;

(7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

i. requested or consented to, in writing, by the employee;
ii. ordered to be released by a court of competent jurisdiction;
iii. otherwise required by applicable federal or state law;
iv. required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
v. necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse", "abusive behavior", "domestic violence", "employees" and "family members" may be found in the laws referenced below.

LEGAL REF.: M.G.L. 149:52E Section 10
Chapter 260 of the Acts of 2014

FAMILY AND MEDICAL LEAVE

The Hamilton-Wenham Regional School District will comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent will issue, and from time to time amend, procedures setting forth the rights and procedures granted by the Act, and will ensure compliance with those procedures either personally or by delegation, or by some combination of personal oversight and delegation.

LEGAL REFS.: P.L. 103-3, "Family and Medical Leave Act of 1993".

File: GBI

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The School Committee recognizes that employees of the school district have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive office.

In connection with campaigning, an employee will not: use school district facilities, equipment or supplies; discuss their campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member.

LEGAL REF.: M.G.L. 55; 71:44

PERSONNEL RECORDS

Information about staff members is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.

2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.

3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.

4. Each employee will have the right, upon written request, to review the contents of their own personnel file.

5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include their written response in the file.

6. Lists of school district employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247
Title IV, as amended
88 Stat. 571-574 (20 U.S.C. 1232g) and regulations
M.G.L. 4:7; 71:42C
Teachers' Agreement

CONTRACT REF.: All Agreements

CROSS REF.: KDB, Public's Right to Know

File: GBK

STAFF COMPLAINTS AND GRIEVANCES

The administration will develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committees.

Grievance procedures will provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

LEGAL REFS.: M.G.L. 150E:5

CONTRACT REFS.: Contract Agreements

PROFESSIONAL STAFF POSITIONS

All professional staff positions in the school district will be created initially by the School Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

PROFESSIONAL STAFF SALARY SCHEDULES

Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

Principals

Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for salary increases.

Administrators

Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other school districts to determine salaries being paid for comparable positions in each district. The survey will include the effective date of the specified salary.

LEGAL REFS.: M.G.L. 71:40; 71:43; 71:42B

CONTRACT REF.: Teachers' Agreement

EMPLOYMENT OF PRINCIPALS

Principals shall be employed by the School District under individual contracts of employment. Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal. The School Committee will develop and annually review standard terms concerning compensation and benefits for individual contracts. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Initial contracts issued to Principals may be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

The length of second and subsequent contracts of employment for Principals shall be in accordance with state law.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually must submit, with the school council, the educational goals and school improvement plan for the school building(s) under their direction.

LEGAL REF: M.G.L. 71:41; 71:59B

PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, they will be rewarded with extra compensation.

Assignments that are to be accorded extra compensation will be designated by the Committee. Appointments to these positions will be made by the Superintendent for District-wide positions or by the Principal with the approval of the Superintendent for building based personnel. The amount of compensation for the position will be established by the Committee at the time the position is created.

A teacher who is offered and undertakes a supplementary pay assignment will receive a supplementary contract specifying the pay, duration and terms of the assignment. If a teacher will not be extended the assignment for the following school year but will remain on the teaching staff, he or she will be so notified in writing prior to the expiration of the contract. Upon termination of the assignment, the supplementary pay will cease.

LEGAL REF.: Collective Bargaining Agreement

PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school district and it is the responsibility of the Principal, in consultation with the Superintendent, to determine the personnel needs of the individual schools. In addition, school councils may review personnel requirements as a means of evaluating the needs of a school. Any recommendations for the creation or elimination of a position must be approved by the School Committee.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of the community and the need for a heterogeneous staff from various cultural backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

LEGAL REFS.: Collective Bargaining Agreements

File: GCF

PROFESSIONAL STAFF HIRING

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school district and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy or pregnancy related condition.

2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.

3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making their recommendation to the School Committee.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45
Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994
BESE Regulations 603 CMR 7:00, 26.00, and 44:00

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The school district will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.

PHILOSOPHY OF STAFF DEVELOPMENT

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school district from time to time; these may include participation by outside consultants.

2. Common planning time to allow for collaboration on instruction, curriculum, assessment and student needs.

3. Membership on curriculum development committees drawing personnel from within and without the school district.

4. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.

5. Leaves of absence for graduate study, research, and travel.

6. Partial payment of tuition for approved courses.

The Superintendent will have authority to approve or deny released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

PROFESSIONAL TEACHER STATUS

Teachers and certain other professional employees who have served in the District for three consecutive years shall be entitled to professional teacher status. Upon recommendation of the Principal, the Superintendent, may award such status to a teacher who has served in the Principal's school for no less than two years or a teacher who has obtained such status in any other public school in the Commonwealth. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to School Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15 or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment (as described in M.G.L. 71:41 and 71:42B) in the service of the District. A teacher with professional teacher status whose position is abolished by a School Committee may be continued in the employ of the school system in another position for which he or she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he or she is not legally qualified.

LEGAL REFS.: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:42B; 71:43

CONTRACT REFS.: Teachers' Agreement

File: GCK

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional program.

Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school district, and the employees' expressed desires.

Care will be exercised by the Superintendent to assure that all schools are staffed with effective teachers.

Within an individual school, the building administrator will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of certification and the policies delineated above.

CONTRACT REF.: Teachers' Agreement

EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, the superintendent will establish a continuous program for teacher and administrator evaluation and will make regular reports to the School Committee. The program for teacher and administrator evaluation will be consistent with DESE Regulation 603 CMR 35.00, "Evaluation of Educators." (will be established by the School Committee. Regular reports will be made to the Superintendent concerning the outcomes of these evaluations).

LEGAL REFS.: M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B
603 CMR 35:00

CONTRACT REF.: Teachers' Agreement

EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, a continuous program for teacher and administrator evaluation will be established by the School Committee. Regular reports will be made to the Superintendent concerning the outcomes of these evaluations.

The evaluation process will include:

1. The development and periodic review of techniques and procedures for making evaluations.
2. Interpretation of the information gained in the evaluative process in terms of the objectives of the instructional program.
3. The application of the information gained to the planning of staff development and in-service training activities, which are designed to improve instruction and increase teacher competence.

The evaluation process will include self-evaluation, supervisor initiated observations, and teacher initiated observations.

The formal evaluations will be written and will be discussed by the supervisor and the person being evaluated. The discussions may either precede or follow the writing of the evaluation document. Copies of the written document will be signed by both parties and incorporated into the personnel files of the teacher or administrator. In addition, the individual and his department chairman (if applicable) will receive a signed copy. The signature should indicate that the evaluation has been read and discussed.

The written evaluation should be specific in terms of the person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty that is observed.

LEGAL REFS.: M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B
603 CMR 35:00

CONTRACT REF.: Teachers' Agreement

File: GCQE

RETIREMENT OF PROFESSIONAL STAFF MEMBERS

Annually in January, the Superintendent will inform the Committee of the professional staff members who have indicated their intentions to retire at the end of the current school year. No further School Committee action is necessary unless approval is needed for payment of or participation in continued local benefits.

LEGAL REFS: Age Discrimination in Employment Law P.L. 95-256

CONTRACT REFS.: Teachers' Contract

SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

The Superintendent will strive to assist personnel to perform their duties efficiently. However, the Superintendent may dismiss any employee in accordance with state law. Further, the Committee recognizes the constitutional rights of the District's employees and assures them the protection of due process of law. To guarantee such rights, a system of constitutionally and legally sound procedures will be followed in each case of suspension or dismissal of an employee.

When the Superintendent or a Principal determines that sufficient cause exists that a professional employee be suspended or dismissed from service in the school district, he or she will:

1. Be certain that each such case is supported by defensible records.

2. Determine if the individual is to be suspended immediately with the understanding that the suspension will be subject to restoration of salary and position if an appeal is decided in favor of the individual.

3. Follow the procedures for dismissal or suspension that are contained in applicable laws as well as those included in the current agreement with the teachers' bargaining unit.

4. Provide the individual involved with a written statement that will:

    a. Indicate whether the action the Superintendent is taking is dismissal or suspension.

    b. State the reason for the suspension or dismissal.

    c. Guarantee that all procedures will be in accordance with due process of law.

    d. Inform employees who have a right to request a hearing under appropriate laws that they may be represented at such a hearing by counsel of their choice.

LEGAL REFS.: M.G.L. 71:42; 71:42D

File: GCRD

TUTORING FOR PAY

Definition: "Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the School Committee.

A teacher cannot recommend that one of his or her own students get tutoring, and then be paid to tutor that same student in a second job.

A teacher may not tutor students who are currently in their class. Even if the teacher does not recommend that the current student receive private tutoring, the teacher should not tutor current students.

Teachers and other public employees may not approach a student, or the student's parents/guardians, seeking private tutoring work. A teacher may provide tutoring when the relationship is initiated by the parents/guardians or a student, but, if the student is, or in the future may be, under the teacher's authority, the teacher will need to provide a written disclosure.

A teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to advertise private tutoring services. Schools cannot send home brochures for a particular tutoring service with the children.

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Principal may give the parents/guardians a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he or she is to be tutored.

Tutoring for pay is not to be done in the school building.

LEGAL REF: M. G. L. 268A Mass. Ethics Commission FAQs for Public School Teachers, Appearance of Undue Favor or Improper Influence Disclosure Form

File: GDA

SUPPORT STAFF POSITIONS

Education is a cooperative enterprise in which all employees of the school district must participate intelligently and effectively for the benefit of the children. This school district will employ support staff members in positions that function to support the education program.

All support staff positions will be established initially by the Committee. In each case, the Superintendent will submit for the Committee's consideration and action a job description or job specifications for the position.

Although positions may remain temporarily unfilled or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the Committee may abolish a position it has created.

File: GDB

SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

In establishing rates of pay and levels of compensation for support staff personnel, the School Committee will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school department.

Compensation plans will be reviewed annually for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of School Committee policy.

The School Committee will set the rates of pay for personnel not covered by collective bargaining agreements.

LEGAL REF.: M.G.L. 71:38

CONTRACT REFS.: All Contracts

File: GDO

EVALUATION OF SUPPORT STAFF

A program of continuous observation and evaluation will be developed to find the right employees to fill vacancies, determine assignments and equitable work loads, and establish wage and salary policies that encourage employees to put forth their best efforts.

The evaluation will cover the major areas of the employee's responsibilities and their job descriptions.

Each employee will be informed of the basis upon which they are to be evaluated in advance of evaluation.

CONTRACT REFS.: All support staff agreements

File: GDQC

RETIREMENT OF SUPPORT STAFF MEMBERS

All full-time non-instructional personnel are required to participate in the Essex County Retirement System.

Periodically, the Superintendent will present to the Committee the names of support staff members who have indicated their intentions to retire.

LEGAL REFS.: Age Discrimination in Employment Law, P.L. 95-256
M.G.L. 71:16F

SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

Support staff employed by the School District may be terminated by the Principal of the building in which they serve, with the approval of the Superintendent. However, employees may request the Superintendent to review the circumstances of their termination.

In the event of failure to perform as required, the Superintendent may immediately suspend or terminate employment depending upon agreement language.

Support staff employees may or may not be given prior notice of their dismissal, depending upon the circumstances.

The Superintendent, or the Principal, with the approval of the Superintendent, may also suspend/remove employees from their individual assignments.

File: GA

PERSONNEL POLICY GOALS

The District supports a student centered, creative, and flexible learning environment. The personnel policies of the District reflect this philosophy and guide the recruitment, selection, training and support of highly qualified and committed administrators, teachers and support staff.

The District's specific personnel goals are:

1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program.

   To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.

2. To develop and use for personnel evaluation positive processes that contribute to the improvement of both staff capabilities and the learning program.

LEGAL REF.: 603 CMR 26.07 subsections 3, 4, & 5

Adopted: 6/20/13
Reviewed:

SOURCE: Hamilton Wenham

File: GA

PERSONNEL POLICIES GOALS

The District supports a student centered, creative, and flexible learning environment. The personnel policies of the District reflect this philosophy and guide the recruitment, selection, training and support of highly qualified and committed administrators, teachers and support staff.

The District's specific personnel goals are:

1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the district's learning program.

2. To develop a general staff assignment strategy that will contribute to the learning program, and to use it as the primary basis for determining staff assignments.

3. To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.

4. To provide for a genuine team approach to education.

5. To develop and use for personnel evaluation positive processes that contribute to the improvement of both staff capabilities and the learning program.

~~SOURCE: MASC~~

LEGAL REF.: 603 CMR 26:00

File: GBA

EQUAL EMPLOYMENT OPPORTUNITY

The District does not discriminate on the basis of sex, race, color, national origin, sexual orientation, gender identity, religion, age, handicap, pregnancy or pregnancy related condition, and/or disability in admission to, access to, treatment in, or employment in its programs and activities. The School Committee will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, national origin, gender identity, pregnancy or pregnancy related condition, or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent of Schools
HWRSD
5 School Street
Wenham, MA 01984 (978) 468-5310

Inquiries concerning the application of non-discrimination policies may also be referred to the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. (617) 289-0111

LEGAL REFS.: 603 CMR 26.00
M.G.L. 151B

~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

File: GBA

EQUAL EMPLOYMENT OPPORTUNITY

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy or pregnancy related condition. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

SOURCE: MASC March 2018

LEGAL REF.: M.G.L. 151B:4;
BESE Regulations 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

NOTE: Although it is not usually necessary to have a policy that simply restates existing law, in this case it is important to reaffirm the School Committee's commitment to equal opportunity and to remind the hiring authorities in the District that many considerations other than District educational goals are factors to be considered.

This is also the category in which to include an affirmative action policy and plans. Details of the affirmative action plan could follow the Committee's policy as a School Committee-approved procedure. The cross references are to related statements in this manual.

File: GBEA

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STAFF ETHICS / CONFLICT OF INTEREST

All employees of the District are expected to act in the best interests of the district, avoiding any situation that could involve a conflict between personal interest and those of the district. All employees of the district, as required by Commonwealth law, will complete an online ethics and conflict of interest training within 30 days of the date on which they commence employment, and every 2 years thereafter. Employees must provide evidence to the School Committee that they have completed the program and should be reminded to retain a copy of their completion certificate for their own records.

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

No employee of the District will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him or her.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town or District Clerk.

LEGAL REF : MGL 286A

Adopted: 5/16/13
Reviewed: 2/4/16

SOURCE: Hamilton-Wenham

File: GBEA

STAFF ETHICS / CONFLICT OF INTEREST

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents/guardians, coworkers, and officials of the school district.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school district. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to them.

Every two years, all current employees, including School Committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the municipal or district Clerk through the Superintendent's office.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Municipal or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

File: GBEB

STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws and regulations of the State as these affect their work, the policies of the School Committee, and the procedures designed to implement them.

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school district but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Committee and their implementing procedures and school rules in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

~~SOURCE: MASC September 2016~~

LEGAL REFS.: M.G.L. 71:37H; 264:11; 264:14

File: GBEBB

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RULES PERTAINING TO STAFF AND STUDENT CONDUCT

Under Massachusetts law, the Superintendent is required to publish "rules and procedures pertaining to the conduct of teachers and students which have been adopted." (Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Elementary and Secondary Education for information purposes only.) Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Councils. The Superintendent will review staff and student handbooks to ensure they are consistent with District policies.

LEGAL REFS: M.G.L. 71:37H

Adopted: 3/7/13
Reviewed:

SOURCE: Hamilton Wenham

ANTI-FRATERNIZATION

Staff must be aware of the imbalance of power that exists in relationships between staff and students. Staff is responsible for appropriate and professional conduct in all settings and in all forms of communication, including but not limited to, verbal communication/speech, written communication, electronic communication, physical gestures, motions or other forms of interaction. It is the staff member's responsibility to terminate any relationship that may be inappropriate. The staff of the Hamilton Wenham Regional School District must understand that the adherence to this Anti-Fraternization Policy is a condition of employment. Failure to adhere to the requirements of this policy may result in disciplinary action, up to and including termination.

Adopted: 12/19/13
Reviewed:

File: GBEBC

Hamilton-Wenham Regional School District

File: GBEBC

File: GBEBC

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

The acceptance of gifts worth $50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than $50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth $50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than $50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of $20 value is the same as 1 gift of $80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than $10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth $50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to $150 or several class gifts in a single year with a total value up to $150 from parents/guardians and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the $50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

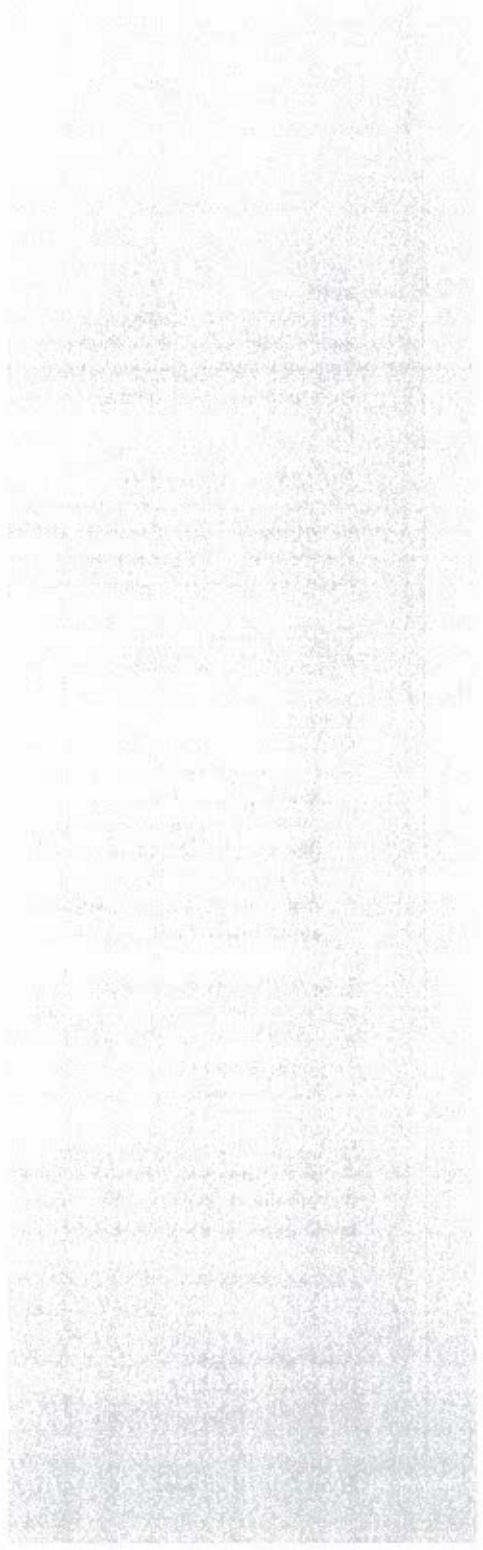
In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

LEGAL REFS.: M.G.L. 268A:3; 268A:23; 930 CMR 5.00

CROSS REFS.: KHA, Public Solicitations in the Schools

Hamilton-Wenham Regional School District

JP, Student Donations and Gifts



GIFTS TO STAFF

Gifts

The acceptance of personal gifts by school personnel from school suppliers, from parents and/or students can be subject to misinterpretation and a source of embarrassment to the school system and all persons involved. When families, students, or others wish to express personal appreciation to a teacher or other staff member, the School Committee urges them to find modes of expression that do not involve personal gifts.

Gifts worth less than $50

Teachers and other school personnel may accept gifts that are worth less than $50, but they must disclose in writing the fact that they have done so if, based on the circumstances, a reasonable person would conclude that the teacher might unduly show favor to the giver or the giver's child because of the gift. Disclosure should be made to the Superintendent.

Gifts worth more than $50

Gifts worth more than $50 are prohibited, unless they are class gifts.

Class gifts

Class gifts to teachers are permitted under the following circumstances:

- Parents and students of a class, acting together, may give a gift worth up to $150 to a teacher, provided that the gift is identified only as being from the class, and the names of the givers and the amounts given are not identified to the teacher. A single class gift worth up to $150, or several class gifts during the school year with a total value up to $150 may be given.
- A teacher may not accept any other gift from someone who has contributed to a class gift. Therefore, if an individual gift is offered, before accepting it, the teacher must confirm that the giver did not contribute to the class gift.

Gifts to the classroom or the school

A gift given to a teacher to use only in the classroom or to buy classroom supplies is not considered a gift to the teacher personally, and is, therefore not subject to the $50 limit on personal gifts to teachers. Parents may give gifts to the classroom or school in accordance with the rules of the school district. A teacher who receives such a gift must keep receipts documenting that the money was used for classroom supplies.

Gifts to teachers after the school year has ended

A gift may be received by a teacher after the school year has ended and grades have been reported provided that: 1) the giver did not contribute to the class gift; and 2) the gift is worth less than $50. The teacher is not required to file a disclosure if the teacher will not have further contact with the student.

LEGAL REFS.: M.G.L. Chapter 268A, §§ 3,23(b)(2) and 23(b)(3)
930 CMR 5.08(11)

Adopted: 3/4/99
Reviewed: 10/17/13
SOURCE: Hamilton-Wenham

~~SOLICITATIONS BY STAFF~~

~~In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time must be held at a minimum. Therefore, no solicitations of funds for charitable purposes will be made among staff members except with specific School Committee approval. Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the charitable purpose is one that the School Committee has specifically approved.~~

~~Furthermore, in order to protect school personnel from appearances of conflict of interest, no school employee may distribute or announce, or permit others to distribute or announce, any advertisement in the school system regarding the sale of merchandise or services not linked to permissible school fund raising without the permission of the School Committee.~~

~~Adopted: 10/17/13~~
~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

File: GBEBD

ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy (KCD). The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents/guardians of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents/guardians who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL 44:53A; 71:37A; 268A:3; 268A:23;
Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;
GBEBC, Gifts To and Solicitations by Staff;
KCD, Public Gifts to Schools

~~NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.~~

File: GBEC

~~DRUG FREE WORKPLACE POLICY~~

~~The Hamilton-Wenham Regional School District has recognized in the past the importance of maintaining a workplace which is drug and alcohol free to enhance the welfare of employees and students. The Drug-Free Workplace Act of 1988, requires the Hamilton-Wenham Regional School District to certify that it maintains a drug-free workplace as a condition of receiving federal grants and contracts. The requirements of this law give the Hamilton-Wenham Regional School District the opportunity to reaffirm the following policy and its commitment to a workplace free of drugs and alcohol.~~

~~It is the policy of the Hamilton-Wenham Regional School District to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.~~

~~It is a condition of employment that each employee abide by this policy and notify the Superintendent of Schools of any criminal drug conviction for a violation occurring in the workplace within five (5) days of such a conviction. The Hamilton-Wenham Regional School District has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. The Superintendent of Schools will take disciplinary action up to and including dismissal.~~

~~LEGAL REFS: The Drug Free Workplace Act of 1988~~

~~Adopted: 6/6/13~~
~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

File: GBEC

DRUG-FREE WORKPLACE POLICY

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.

Hamilton-Wenham Regional School District

2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.

3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.

4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.

6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

~~SOURCE: MASC March 2016~~

LEGAL REFS.: The Drug-Free Workplace Act of 1988

CROSS REFS.: IHAMB, Teaching about Drugs, Alcohol, and Tobacco
JICH, Drug and Alcohol Use by Students

File: GBED

TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED

Use of any tobacco products, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times.

Staff members who violate this policy will be referred to their immediate supervisor.

~~SOURCE: MASC September 2016~~

LEGAL REF.: M.G.L. 71:37H

CROSS REFS.: ADC, Tobacco Products on School Premises Prohibited
JICH, Alcohol, Tobacco and Drug Use by Students Prohibited

File: GBGB

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PERSONNEL SECURITY AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school system whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is needed to verify need for sick leave.

LEGAL REFS: M.G.L. 71:54; 71:55B; 71:55C

Adopted: September 1998
Reviewed: 6/7/13

SOURCE: Hamilton-Wenham

File: GBGB

STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Employees offered a position as a custodian, maintenance worker or food service worker must successfully pass a pre-employment physical examination (provided at School Committee cost) prior to the date of employment.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school district whenever that employee's health appears to be a hazard to children or others in the school district or when a doctor's certificate is legally required to verify need for sick leave.

School employees, their families and members of their household are eligible to use the confidential services provided by the municipality's employee assistance program,

LEGAL REFS.: M.G.L. 71:54; 71:55C

LEGAL REFS.: M.G.L. 71:54; 71:55C

CROSS REFS.: EB, Safety Program

~~Observe the cross-references. Health insurance plans for employees are properly coded under Fringe Benefits for the appropriate category of staff.~~

File: GBGBA

STAFF ACCIDENT REPORTS

The School Committee expects the Superintendent to have a procedure in place that informs staff members of their rights and obligations should an accident or injury occur during working hours.

PLEASE NOTE:

All school personnel who receive any kind of injury on the school premises are required to file a written report of said accident within 24 hours. Forms for this purpose are available at the office of each Principal. Failure to follow this procedure may jeopardize eligibility for Workmen's Compensation. Specific instructions for documenting and filing a workman's compensation claim are located in the Nursing Department Policy and Procedure Manual found in each nursing office and front office of a school.

DOMESTIC VIOLENCE LEAVE POLICY

It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12-month period. In order to be eligible for said leave:

i. the employee, or a family member of the employee must be a victim of abusive behavior;
ii. the employee must be using the leave from work to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
iii. the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The fifteen days of leave shall be paid. An employee seeking such leave shall not need to exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists, the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing any one of the following documents to the employer:

(1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;

(2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;

(3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;

(4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt; or has been convicted of, or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;

(5) medical documentation of treatment as a result of the abusive behavior;

(6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, healthcare worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;

(7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

i. requested or consented to, in writing, by the employee;
ii. ordered to be released by a court of competent jurisdiction;
iii. otherwise required by applicable federal or state law;
iv. required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
v. necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse", "abusive behavior", "domestic violence", "employees" and "family members" may be found in the laws referenced below.

LEGAL REF.: M.G.L. 149:52E Section 10
Chapter 260 of the Acts of 2014

~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

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Hamilton-Wenham Regional School District

FAMILY AND MEDICAL LEAVE

I. Policy

Subject to the conditions set forth herein, the School Department will provide eligible employees with up to twelve weeks of unpaid family/medical leave ("FMLA leave") in a twelve-month period for one or more of the following reasons:

- The birth of a child and in order to care for the newborn;
- The adoption or placement of a child for foster care with the employee;
- To care for a child[1], spouse, or parent[2] with a serious health condition;
- Because of the employee's own serious health condition that makes the employee unable to perform the essential functions of his position.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either: (1) inpatient care, including any period of incapacity or any subsequent treatment; or (2) continuing treatment by a health care provider. Further explanation of circumstances constituting a "serious health condition" is contained in the Medical Leave Certification Form that must be completed by a health care provider to certify the need for leave.

Employees eligible for FMLA leave are regular full-time or regular part-time employees who have completed at least twelve months of service with the School Department and have worked a minimum of 1,250 hours in the 12-month period preceding the commencement date of the leave.

A. Leave Entitlement and Duration

Eligible employees are entitled up to a total of 12 workweeks of FMLA leave during a 12-month period. The 12-month period is measured backward from the date an employee uses any FMLA leave. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks that has not been used during the immediately preceding 12 months. All FMLA leave will run concurrently with other similar leaves mandated by state or local law, and all vacation, personal leave, and sick leave used during the leave will be included as part of the 12 workweek period provided by this policy.

For birth of a child or in order to care for the newborn, adoption or placement of a foster child, leave must be taken in consecutive workweeks and completed within the 12-month period following the birth or placement of the child with the employee.

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[1] Son or daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. This definition is limited to children under the age of 18 or 18 years or older and incapable of self-care because of a mental or physical disability.

[2] Parent is defined as a biological, adoptive, step, or foster parent, or an individual who stood in loco parentis to an employee when the employee was a child.

For leave to care for a child, spouse, or parent with a serious health condition or for the employee's own serious health condition, employees may take leave for these purposes on a consecutive basis or intermittently, or the employee may request to be placed on a reduced leave schedule. "Intermittent leave" is leave taken in separate blocks of time due to a single qualifying reason. A "reduced leave schedule" is a leave schedule that reduces an employee's usual number of working hours per workweek or hours per workday.

Special rules affect the taking of intermittent leave or leave on a reduced leave schedule or leave near the end of an academic term or semester by "instructional employees." See further discussion below.

For non-consecutive periods of leave, if an employee requests an intermittent or reduced leave schedule due to a serious health condition (either his/her or that of child, spouse or parent), the School Department may require the employee to transfer temporarily to an alternative position for which the employee is qualified, to better accommodate the recurring periods of leave the employee will require. Employees transferred under such circumstances will receive equivalent salary and benefits. Employees requesting intermittent or reduced-schedule leaves for planned medical treatment for the employee or a covered family member must make a reasonable effort to schedule the treatment so as not to unduly disrupt the School Department's operations.

B. Notice Requirements

Employees requesting FMLA leave must provide at least 30 days' advance notice before leave is to begin, or if the need for leave is unanticipated, as much advance notice as practicable; normally, notice must be given within one or two business days of when the need for the leave becomes known. Employees requesting leave are required to complete the School Department's leave of absence form and submit it to the superintendent at the time the leave is requested, or in the event of unanticipated leave, as soon as possible.

For an employee's own serious health condition or that of a family member, an employee on leave must notify the School Department every 30 days of the status of the condition and intent to return to work. In all cases, when a decision is made by the employee not to return to work, the employee must notify the School Department immediately.

If an employee requests paid or unpaid leave without specifically requesting an FMLA leave, the School Department may, if necessary, make further inquiry of the employee to determine if the requested leave would qualify as FMLA leave. The School Department may designate leave as FMLA leave once it has acquired knowledge that the leave is being taken for an FMLA reason. The School Department will notify the employee promptly (within two business days, absent extenuating circumstances, of its ascertaining that the leave is being taken for an FMLA reason) that leave is being designated as FMLA leave and that paid leave will be substituted where applicable.

C. Certification Requirements

The School Department requires certification from a health care provider substantiating a leave request for the serious health condition of the employee or the employee's child, spouse or parent. Certification requirements differ according to whether the leave is for the employee's own serious health condition or that of a covered family member. The School Department's Medical Leave Certification Form fully explains what information is required. When an employee foresees the need for leave, and has provided at least 30 days notice, he/she should provide such certification before the leave begins. When this is not possible, the employee must provide the certification within 15 days of the School Department's request. Failure to provide certification on a timely basis may delay the leave.

The School Department may require a second, and in some cases a third medical opinion, at the School Department's expense, depending upon the circumstances. Duration the course of the leave, the School Department may under certain circumstances require additional medical recertification every 30 days. In addition, if the circumstances giving rise to the need for leave have changed significantly, or if the School Department has reason to doubt the validity of the stated reason for the absence, the School Department reserves the right to request recertification at any time.

Where the leave was for the employee's own serious health condition, the School Department also requires medical clearance indicating that the employee can return to work and perform the essential functions of his/ her position, with or without reasonable accommodation. Medical certification will also be required from any employee who claims he/ she is unable to return to work at the scheduled conclusion of a leave or who requests a leave extension.

D. Substitution of Paid Leave

Employees on an approved family/medical leave will be required to apply accrued paid sick leave, accrued paid personal days, and accrued paid vacation to family/medical leave as follows:

If leave is taken for the birth of a child or for the adoption or placement of a child for foster care, or on account of the serious health condition of a spouse, child or parent, then the employee must apply paid sick leave if available under a collective bargaining agreement, accrued paid vacation and accrued paid personal days, in that order.

If leave is taken on account of the employee's own serious health condition, then the employee must apply accrued paid sick leave, accrued paid vacation and accrued personal days, in that order.

If an employee's accrued paid leave time is less than twelve weeks, then any remaining family/medical leave will be unpaid.

E. Benefits During Leave

During a covered family/medical leave, the School Department will maintain an employee's group health insurance coverage at the same level and under the same conditions the employee would receive

if not on leave. During any period in which the employee is on paid leave, the employee will have his/her contribution deducted from the paid leave. Upon the exhaustion of any paid leave, the employee must make arrangements to pay his/her contribution to the health premiums. If an employee fails to return to work after his/her family/medical leave has been exhausted or expires, the employee may be required to repay the School Department for health insurance premiums paid by the School Department during the leave. All benefits that operate on an accrual basis, e.g., vacation, will cease to accrue during any period of unpaid family/medical leave.

F. Restoration of Employment

An eligible employee who takes family/medical leave is entitled to return to his/her former job or to an equivalent job with equivalent benefits, pay, and other terms and conditions of employment. However, no employee is entitled under this policy to any right, benefit, or position other than that to which the employee would have been entitled had he not taken leave. Thus, for example, if a layoff or reduction in force or some extenuating circumstances or business condition arises that affects the employee's position, reinstatement may not be possible. Exceptions may also apply for certain highly compensated, "key" employees under certain conditions. Employees on an extended medical leave (i.e., beyond the 12 workweek period) are not guaranteed reinstatement pursuant to this policy.

G. Special Rules for Instructional Personnel

Intermittent leave, leave on a reduced leave schedule or leave near the end of an academic term or semester is subject to different rules for "instructional employees." Instructional employees are those whose principal function is to teach and instruct students in a class, small group or individual setting.

If an eligible employee needs intermittent leave or leave on a reduced leave schedule to care for a family member, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, the School Department may require the employee to choose between taking leave in a block or transferring temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

If an employee begins leave more than five weeks before the end of a term, the School Department may require the employee to continue taking leave until the end of the term if the leave will last at least three weeks and the employee would return to work during the three-week period before the end of the term.

If an employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of a term, the School Department may require the employee to continuing taking leave until the end of the term if the leave will last more than two weeks and the employee would return to work during the two-week period before the end of the term.

File: GBGF
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Where an employee is required to take leave until the end of a term, only the period of leave until the employee is ready and able to work is counted against the employee's annual FMLA entitlement. Such leave as the School Department requires the employee to take is not counted as FMLA leave.

H. Administration

All questions about leaves of absence should be directed to the Superintendent of Schools. Leave of absence request and medical certification forms are also available from school offices.

I. Military Family Leave Entitlements

Special rules apply for employees who request leave related to care for a spouse, son, daughter or next of kin who is a member of the Armed Forces including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. Additional rules apply to employees who request leave on the basis of a qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. Requests for military family leave should be referred to the District's legal counsel to ensure compliance with the relevant laws.

II. Policy Review and Revision

Review and revision of these policies and procedures shall occur as needed, but at least every two years.

LEGAL REFS.: Family and Medical Leave Act of 1993, as amended by:
Section 585 of the National Defense Authorization Act for FY 2008, Public Law [110-181], enacted January 28, 2008
Section 565 of the National Defense Authorization Act for FY 2010, Public Law [111-84], enacted October 28, 2009

Previously approved on March 31, 2005
Adopted: 5/21/12

Note: Draft provided in the district materials removes this policy and replaces it with the policy below

SOURCE: Hamilton-Wenham

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File: GBGF

Hamilton-Wenham Regional School District

FAMILY AND MEDICAL LEAVE

The Hamilton-Wenham Regional School District will comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent will issue, and from time to time amend, procedures setting forth the rights and procedures granted by the Act, and will ensure compliance with those procedures either personally or by delegation, or by some combination of personal oversight and delegation.

LEGAL REFS.: P.L. 103-3, "Family and Medical Leave Act of 1993".

~~*Note: Included as a draft policy in materials from district*~~

~~SOURCE: Hamilton-Wenham~~

~~**FAMILY AND MEDICAL LEAVE**~~

~~The School District shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall issue, and from time to time amend, procedures setting forth the rights and procedures granted by the Act, and shall ensure compliance with those procedures either personally or by delegation, or by some combination of personal oversight and delegation.~~

~~SOURCE: MASC~~

~~LEGAL REFS.: P.L. 103-3, "Family and Medical Leave Act of 1993"~~

~~File: GBI~~

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~~STAFF PARTICIPATION IN POLITICAL ACTIVITIES~~

~~Employees of the District have the right to participate in political activity. Such right shall not be exercised on school premises during school hours, use school system facilities, equipment or supplies, or interfere with the performance of school duties, nor will students be pressured into campaigning.~~

~~LEGAL REF.: MGL 71:44~~

~~Adopted: 5/16/13~~
~~Reviewed: 1/21/16~~

~~SOURCE: Hamilton-Wenham~~

File: GBI

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The School Committee recognizes that employees of the school district have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive office.

In connection with campaigning, an employee will not: use school district facilities, equipment or supplies; discuss their campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member.

LEGAL REF.: M.G.L. 55; 71:44

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PERSONNEL RECORDS

Information about staff members is required for the daily administration of the District, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will accurately maintain a personnel folder for each present and former employee. These records shall be kept in the central administration office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, pay-roll deductions, evaluations, and any other pertinent information.

The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.

Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.

Each employee will have the right, upon written request, to review the contents of his/her own personnel file within 5 business days, and shall be given a copy of his/her personnel record within 5 business days of submission of a written request for such copy to the employer.

Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, the Superintendent shall notify a staff member within 10 days after a negative comment is placed in the staff member's file. The Superintendent upon written request from the staff member shall provide an opportunity to review the personnel record within 5 business days of such request. The Superintendent is not required to allow an employee to review his/her personnel record on more than 2 separate occasions in a calendar year. Notification and review caused by placing negative information in the personnel record does not count as 1 of the 2 annual permitted reviews.

LEGAL REF.: M.G.L. 149:52C

Adopted: 6/6/13
Reviewed:

SOURCE: Hamilton Wenham

File: GBJ

PERSONNEL RECORDS

Information about staff members is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.

2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.

3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.

4. Each employee will have the right, upon written request, to review the contents of their own personnel file.

5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include their written response in the file.

6. Lists of school district employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247
~~SOURCE: MASC~~

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247
Title IV, as amended
88 Stat. 571-574 (20 U.S.C. 1232g) and regulations
M.G.L. 4:7; 71:42C
Teachers' Agreement

CONTRACT REF.: All Agreements

CROSS REF.: KDB, Public's Right to Know

File: GBK

STAFF COMPLAINTS AND GRIEVANCES

The administration will develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committees.

Grievance procedures will provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

LEGAL REFS.: M.G.L. 150E:5

CONTRACT REFS.: Contract Agreements

~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

File: GCA

STAFF COMPLAINTS AND GRIEVANCES

The School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committee.

It is the Committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

1. That teachers and other school employees may appeal a ruling of a Principal or other administrator to the Superintendent.

2. That all school employees may appeal a ruling of the Superintendent to the Committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and Committee action would be in conflict with that law.

3. That all hearings of complaints before the Superintendent or Committee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.

The process established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.

SOURCE: MASC September 2016

LEGAL REFS.: M.G.L. 150E:5 and 8

CONTRACT REFS.: All Contract Agreements

NOTE: Grievance procedures established through negotiated agreements may be referred to, as in the policy above. Many school districts also cite specific article and section numbers with the contract references.

File: GCA

PROFESSIONAL STAFF POSITIONS

All professional staff positions in the school district will be created initially by the School Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

File: GCBA

~~NOTE: Job descriptions for professional staff positions are available for review in the office of the Superintendent.~~

~~NOTE: Subcategories may be added to code GCA for filing job descriptions of professional staff positions. However, if a school district has more than 20 job descriptions, it is recommended that they be filed in a special manual (and referred to, as was done on the sample policy above) to prevent the policy manual from becoming unwieldy.~~

File: GCBA

PROFESSIONAL STAFF SALARY SCHEDULES

Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

Principals

Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for salary increases.

Administrators

Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other school districts to determine salaries being paid for comparable positions in each district. The survey will include the effective date of the specified salary.

LEGAL REFS.: M.G.L. 71:40; 71:43; 71:42B

CONTRACT REF.: Teachers' Agreement

~~Regional school districts should cite M.G.L. 71:42B at this code.~~

File: GCBB

EMPLOYMENT OF PRINCIPALS

Principals shall be employed by the School District under individual contracts of employment. Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal. The School Committee will develop and annually review standard terms concerning compensation and benefits for individual contracts. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Initial contracts issued to Principals may be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

The length of second and subsequent contracts of employment for Principals shall be in accordance with state law.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually must submit, with the school council, the educational goals and school improvement plan for the school building(s) under their direction.

LEGAL REF: M.G.L. 71:41; 71:59B

File: GCBC

PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, they will be rewarded with extra compensation.

Assignments that are to be accorded extra compensation will be designated by the Committee. Appointments to these positions will be made by the Superintendent for District-wide positions or by the Principal with the approval of the Superintendent for building based personnel. The amount of compensation for the position will be established by the Committee at the time the position is created.

A teacher who is offered and undertakes a supplementary pay assignment will receive a supplementary contract specifying the pay, duration and terms of the assignment. If a teacher will not be extended the assignment for the following school year but will remain on the teaching staff, he or she will be so notified in writing prior to the expiration of the contract. Upon termination of the assignment, the supplementary pay will cease.

LEGAL REF.: Collective Bargaining Agreement

File: GCE

RECRUITMENT AND SELECTION

The District meets its employment needs through systematic recruitment, selection, and career support programs that identify, attract, and select from the most qualified applicants for school employment, and encourage diverse representation at all occupational levels. The District is an equal opportunity employer.

The Superintendent will insure that a broad range of recruitment sources and professional networks will be utilized to provide the most qualified and diverse pool of candidates possible. Current employees may apply for any position for which they are qualified. The Superintendent will comply with collective bargaining agreements in regards to posting any open positions.

The Superintendent, with the assistance of the administrative staff, shall determine the personnel needs of the District. The School Committee must approve the creation or elimination of a position.

There shall be a job description for each position within the Hamilton-Wenham Regional Schools, which shall include the qualifications, duties, essential functions, licensure requirements and expectations for the position.

A personal interview will be required for final candidates for employment by the District.

The District shall conduct a thorough background check and comply with all relevant State and Federal Regulations regarding criminal background checks and fingerprinting and will review the employment history for all final candidates for positions.

Final appointment to any position is contingent upon a recent physician's certificate of ability to perform the essential functions of the position.

The Superintendent must approve all appointments.

LEGAL REFS.: MGL C 71:38G, 38R
603 CMR 35.00 et seq
Chapter 459 of the Acts of 2012

Adopted: 6/6/13
Reviewed: 2/4/16

SOURCE: Hamilton-Wenham

Hamilton-Wenham Regional School District

File: GCE

PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school district and it is the responsibility of the Principal, in consultation with the Superintendent, to determine the personnel needs of the individual schools. In addition, school councils may review personnel requirements as a means of evaluating the needs of a school. Any recommendations for the creation or elimination of a position must be approved by the School Committee.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of the community and the need for a heterogeneous staff from various cultural backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

LEGAL REFS.: Collective Bargaining Agreements

File: GCF

PROFESSIONAL STAFF HIRING

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school district and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy or pregnancy related condition.

2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.

3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making their recommendation to the School Committee.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45
Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994
BESE Regulations 603 CMR 7:00, 26.00, and 44:00

Hamilton-Wenham Regional School District

~~File: GCG~~

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~~PART-TIME PROFESSIONAL STAFF EMPLOYMENT~~

~~Teachers may be employed on a part-time basis. The salary of part-time teachers will be a percentage of the salary schedule that the teacher would earn if employed full-time.~~

~~Adopted: 6/6/13~~
~~Reviewed:~~

~~SOURCE: Hamilton Wenham~~

File: GCG

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The school district will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.

File: GCI

File: GCIA

~~PROFESSIONAL STAFF DEVELOPMENT~~

~~The Superintendent shall, in accordance with applicable Massachusetts law, plan and budget for activities and materials that are necessary for the continued professional development of the staff. Approval of budgets for such activities and materials shall constitute approval for operating such programs.~~

~~LEGAL REFS.: MGL 71:38Q~~
~~20 USC 6301 et. seq.~~
~~PL 107-110 No Child Left Behind Act of 2001~~
~~Teachers' Agreement~~

~~Adopted: 6/7/13~~
~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

File: GCIA

PHILOSOPHY OF STAFF DEVELOPMENT

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school district from time to time; these may include participation by outside consultants.
2. Common planning time to allow for collaboration on instruction, curriculum, assessment and student needs.
3. Membership on curriculum development committees drawing personnel from within and without the school district.
4. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
5. Leaves of absence for graduate study, research, and travel.
6. Partial payment of tuition for approved courses.

The Superintendent will have authority to approve or deny released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

~~SOURCE: MASC~~

File: GCJ

PROFESSIONAL TEACHER STATUS

Teachers and certain other professional employees who have served in the District for three consecutive years shall be entitled to professional teacher status. Upon recommendation of the Principal, the Superintendent, may award such status to a teacher who has served in the Principal's school for no less than two years or a teacher who has obtained such status in any other public school in the Commonwealth. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to School Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15 or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment (as described in M.G.L. 71:41 and 71:42B) in the service of the District. A teacher with professional teacher status whose position is abolished by a School Committee may be continued in the employ of the school system in another position for which he or she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he or she is not legally qualified.

LEGAL REFS.: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:42B; 71:43

CONTRACT REFS.: Teachers' Agreement

File: GCK
~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

Hamilton-Wenham Regional School District

File: GCK

PROFESSIONAL TEACHER STATUS

The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base their decisions on the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by **June 15** or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment in the service of the school district subject to satisfactory evaluations. A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employ of the school district in another position for which they are legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which they are not legally qualified.

Established by law and Committee policy.

SOURCE: MASC September 2016

LEGAL REFS.: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43

NOTE: Regional school districts should cite M.G.L. 71:42B at this code.

File: GCK

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional program.

Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school district, and the employees' expressed desires.

Care will be exercised by the Superintendent to assure that all schools are staffed with effective teachers.

Within an individual school, the building administrator will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of certification and the policies delineated above.

CONTRACT REF.: Teachers' Agreement

File: GCO

EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, the superintendent will establish a continuous program for teacher and administrator evaluation and will make regular reports to the School Committee. The program for teacher and administrator evaluation will be consistent with DESE Regulation 603 CMR 35.00, "Evaluation of Educators." (will be established by the School Committee. Regular reports will be made to the Superintendent concerning the outcomes of these evaluations).

LEGAL REFS.: M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B
603 CMR 35:00

CONTRACT REF.: Teachers' Agreement

File: GCO
~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

File: GCO

EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, a continuous program for teacher and administrator evaluation will be established by the School Committee. Regular reports will be made to the Superintendent concerning the outcomes of these evaluations.

The evaluation process will include:

1. The development and periodic review of techniques and procedures for making evaluations.
2. Interpretation of the information gained in the evaluative process in terms of the objectives of the instructional program.
3. The application of the information gained to the planning of staff development and in-service training activities, which are designed to improve instruction and increase teacher competence.

The evaluation process will include self-evaluation, supervisor initiated observations, and teacher initiated observations.

The formal evaluations will be written and will be discussed by the supervisor and the person being evaluated. The discussions may either precede or follow the writing of the evaluation document. Copies of the written document will be signed by both parties and incorporated into the personnel files of the teacher or administrator. In addition, the individual and his department chairman (if applicable) will receive a signed copy. The signature should indicate that the evaluation has been read and discussed.

The written evaluation should be specific in terms of the person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty that is observed.

LEGAL REFS.: M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B
603 CMR 35:00

CONTRACT REF.: Teachers' Agreement

File: GCQE

~~RESIGNATION OF PROFESSIONAL STAFF MEMBERS~~

~~A professional staff member may discontinue his or her service in the District provided he or she submits a letter to the appropriate hiring authority.~~

~~Written notice of intent to resign is required by the Superintendent. The staff member will be notified in writing of the Superintendent's action on the resignation.~~

~~When the Superintendent, accepts a resignation the staff member may be expected to continue in service at his/her assigned duties for a period of up to four weeks after submission of the resignation.~~

~~Adopted: 6/6/13~~
~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

File: GCQE

~~RESIGNATION OF PROFESSIONAL STAFF MEMBERS~~

~~Professional staff members may discontinue their service in the school district during the school year by submitting a written notice of intent to resign to the appropriate hiring authority.~~

~~Such written notice of intent to resign will be given to the Superintendent. The staff member will be notified in writing of the Superintendent's action on the resignation.~~

~~When a resignation is accepted by the Superintendent the employee may be expected to continue in service at his or her assigned duties for a period of 30 days after submission of the resignation.~~

~~SOURCE: MASC~~

File: GCQE

RETIREMENT OF PROFESSIONAL STAFF MEMBERS

Annually in January, the Superintendent will inform the Committee of the professional staff members who have indicated their intentions to retire at the end of the current school year. No further School Committee action is necessary unless approval is needed for payment of or participation in continued local benefits.

LEGAL REFS: Age Discrimination in Employment Law P.L. 95-256

CONTRACT REFS.: Teachers' Contract

~~*Note: The MASC Reference Manual does not include the highlighted "in January"*~~

~~Adopted: 6/6/13~~
~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

File: GCQF

SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

The Superintendent will strive to assist personnel to perform their duties efficiently. However, the Superintendent may dismiss any employee in accordance with state law. Further, the Committee recognizes the constitutional rights of the District's employees and assures them the protection of due process of law. To guarantee such rights, a system of constitutionally and legally sound procedures will be followed in each case of suspension or dismissal of an employee.

When the Superintendent or a Principal determines that sufficient cause exists that a professional employee be suspended or dismissed from service in the school district, he or she will:

1. Be certain that each such case is supported by defensible records.
2. Determine if the individual is to be suspended immediately with the understanding that the suspension will be subject to restoration of salary and position if an appeal is decided in favor of the individual.
3. Follow the procedures for dismissal or suspension that are contained in applicable laws as well as those included in the current agreement with the teachers' bargaining unit.
4. Provide the individual involved with a written statement that will:
    a. Indicate whether the action the Superintendent is taking is dismissal or suspension.
    b. State the reason for the suspension or dismissal.
    c. Guarantee that all procedures will be in accordance with due process of law.
    d. Inform employees who have a right to request a hearing under appropriate laws that they may be represented at such a hearing by counsel of their choice.

~~SOURCE: MASC September 2016~~

LEGAL REFS.: M.G.L. 71:42; 71:42D

~~File: GCRD~~

~~TUTORING FOR PAY~~

~~Definition:~~

~~"Tutoring" is defined as giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the Hamilton-Wenham Regional School District.~~

~~Policy~~

~~Under the Conflict of Interest Law:~~

- ~~Teachers may only tutor a student if the teacher is approached by the parents of a student in his/her district, but is not one of his/her own students, and is asked to tutor their child, for payment by the parents, and using no public resources in connection with that tutoring.~~
- ~~A teacher cannot recommend that one of his/her own students be provided tutoring and then be paid to tutor the same student in a second job.~~
- ~~A teacher may not tutor students who are currently in his/her class.~~
- ~~A teacher cannot use his/her position to get unwarranted privileges for him/herself, or give them to anyone else. For example, a teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to advertise private tutoring services.~~
- ~~Apart from their primary employment, teachers and other public employees are not allowed to have a financial interest in a contract with an agency at their same level of government, unless an exemption applies.~~
- ~~Teachers and other public employees may not be paid by or act for others in matters that are of direct and substantial interest to their public employers. For example, if tutoring is required as part of an IEP, a teacher in the district may not accept payment from the student's family to provide that tutoring.~~
- ~~Teachers and other public employees may not initiate private business relationships with persons under their authority. For example, a teacher may not approach a student, or the student's parents, seeking private tutoring work.~~

~~LEGAL REF.: State Ethics Commission: Public School Teacher FAQs on the Conflict of Interest Law - Tutoring www.mass.gov/ethics~~

~~Adopted: 10/17/13~~
~~Reviewed: 1/27/17~~

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File: GCRD

Hamilton-Wenham Regional School District

File: GCRD

TUTORING FOR PAY

Definition: "Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the School Committee.

A teacher cannot recommend that one of his or her own students get tutoring, and then be paid to tutor that same student in a second job.

A teacher may not tutor students who are currently in their class. Even if the teacher does not recommend that the current student receive private tutoring, the teacher should not tutor current students.

Teachers and other public employees may not approach a student, or the student's parents/guardians, seeking private tutoring work. A teacher may provide tutoring when the relationship is initiated by the parents/guardians or a student, but, if the student is, or in the future may be, under the teacher's authority, the teacher will need to provide a written disclosure.

A teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to advertise private tutoring services. Schools cannot send home brochures for a particular tutoring service with the children.

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Principal may give the parents/guardians a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he or she is to be tutored.

Tutoring for pay is not to be done in the school building.

LEGAL REF: M. G. L. 268A Mass. Ethics Commission FAQs for Public School Teachers, Appearance of Undue Favor or Improper Influence Disclosure Form

~~NOTE: A teacher cannot tutor in their own district if the district is going to pay for the tutoring unless the district has included a provision in the teachers' collective bargaining agreement providing a set amount of extra pay for tutoring by teachers that will be included in the teachers' regular paychecks.~~

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PRIVATE TUTORING OF STUDENTS

The Hamilton-Wenham Regional School District recognizes that from time to time parents of students in the district will request the private tutoring services of the district's staff. The District's Private Tutoring Policy is as follows:

- Private tutoring of students by teachers and/or staff will be conducted off-site.

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- Teachers, or any other district employee, who provide private tutoring to students must submit a "Disclosure of Appearance of Conflict of Interest" form as required by M.G.L. 268A, Section 23(b)(3) to the Superintendent prior to providing tutoring to any student.
- Teachers, or any other district employee, may not solicit or provide private tutoring to students in their current classes or students for whom they have any current responsibility. For example, if a staff person is a member of child study team, he/she will not privately tutor a student who is serviced by the team; likewise, if a staff person is the student's classroom teacher, he/she will not privately tutor a student who is in his/her class.
- If any concerns arise regarding conflict of interest, the principal or appropriate supervisory personnel will determine whether the private tutoring arrangement can occur.

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LEGAL REF.: MGL, Section 268A, Conflict of Interest

Reviewed: 1/5/12

SOURCE: Hamilton-Wenham

File: GDA

SUPPORT STAFF POSITIONS

Education is a cooperative enterprise in which all employees of the school district must participate intelligently and effectively for the benefit of the children. This school district will employ support staff members in positions that function to support the education program.

All support staff positions will be established initially by the Committee. In each case, the Superintendent will submit for the Committee's consideration and action a job description or job specifications for the position.

Although positions may remain temporarily unfilled or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the Committee may abolish a position it has created.

File: GDB

SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

In establishing rates of pay and levels of compensation for support staff personnel, the School Committee will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school department.

Compensation plans will be reviewed annually for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of School Committee policy.

The School Committee will set the rates of pay for personnel not covered by collective bargaining agreements.

~~Support staff employees will be paid overtime wages for work performed in excess of 40 hours in a work week.~~

~~In counting hours for the purpose of allowing overtime work and pay, supervisors will consider sick leave, vacation time, and holidays as time worked.~~

~~Every effort must be made to minimize overtime by scheduling duties during the regular workday. Overtime will be authorized only by the Superintendent and only to cover emergency situations. All such work will be assigned on a fair and equitable basis.~~

~~SOURCE: MASC~~

LEGAL REF.: M.G.L. 71:38

CONTRACT REFS.: All Contracts

File: GDD

SUPPORT STAFF VACATIONS AND HOLIDAYS

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Holidays

The school calendar, as adopted by the School Committee, establishes holidays and school recess periods for the employees who work on teacher and/or student days.

Employees who work on a 12-month basis will be granted paid holidays on all legal holidays and such other holidays as designated by the School Committee. They will also be expected to report to work during school recess periods unless days during these periods are considered official and designated as paid holidays by the Committee.

To qualify for holiday pay, the employee must be at work on the day before and the day following the holiday, unless their absence is approved on the basis of current leave policies.

Vacations

All 12-month employees will be eligible for paid vacations in accordance with the following:

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1-5 years	two weeks vacation
5-10 years	three weeks vacation
After 10 years	four weeks vacation

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Support staff members employed on 10-month basis will be granted two weeks' paid vacation after completing 10 full years of services in the school district.

SOURCE: MASC

LEGAL REFS.: M.G.L. 4:7; 136:12

CONTRACT REFS. All support staff contracts

File: GDO

EVALUATION OF SUPPORT STAFF

A program of continuous observation and evaluation will be developed to find the right employees to fill vacancies, determine assignments and equitable work loads, and establish wage and salary policies that encourage employees to put forth their best efforts.

The evaluation will cover the major areas of the employee's responsibilities and their job descriptions.

Each employee will be informed of the basis upon which they are to be evaluated in advance of evaluation.

CONTRACT REFS.: All support staff agreements

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RETIREMENT OF SUPPORT STAFF MEMBERS

All full-time non-instructional personnel are required to participate in the Essex County Retirement System.

Periodically, the Superintendent will present to the Committee the names of support staff members who have indicated their intentions to retire.

LEGAL REFS.: Age Discrimination in Employment Law, P.L. 95-256
M.G.L. 71:16F

File: GDQD

SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

Support staff employed by the School District may be terminated by the Principal of the building in which they serve, with the approval of the Superintendent. However, employees may request the Superintendent to review the circumstances of their termination.

In the event of failure to perform as required, the Superintendent may immediately suspend or terminate employment depending upon agreement language.

Support staff employees may or may not be given prior notice of their dismissal, depending upon the circumstances.

The Superintendent, or the Principal, with the approval of the Superintendent, may also suspend/remove employees from their individual assignments.

NEGOTIATIONS GOALS

The School Committee recognizes that education is a public trust; it therefore is dedicated to providing the best possible educational opportunities for the young people of this community. In negotiations, this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

The School Committee believes that the best interests of public education will be served by establishing procedures that provide an orderly method for the School Committee and representatives of the staff to discuss matters of common concern.

It is further recognized that nothing in negotiations will compromise the School Committee's legal responsibilities nor will any employee's statutory rights and privileges be impaired.

~~SOURCE: MASC~~

NEGOTIATIONS LEGAL STATUS

All negotiations between the School Committee and recognized employee groups are conducted subject to Massachusetts General Laws. The legal status of negotiations is defined in part by Section 2 of that chapter, as follows:

> " shall have the right of self-organization and the right to form, join, or assist any employee organization for the purpose of bargaining collectively through representatives of their own choosing on questions of wages, hours, and other terms and conditions of employment, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from interference, restraint, or coercion. An employee shall have the right to refrain from any or all of such activities, except to the extent of making such payment of service fees to an exclusive representative as provided in section twelve."

Basic to all employer/employee negotiations is the concept of "bargaining in good faith." It is the legal responsibility of both the School Committee and employee organizations to bargain in good faith as they conduct negotiations. However, such obligation does not compel either party to agree to a proposal or make a concession.

~~SOURCE: MASC September 2016~~

LEGAL REF.: M.G.L. 150E:1 et seq.
603CMR41.04

File: HF

SCHOOL COMMITTEE NEGOTIATING AGENTS

The School Committee is responsible for negotiations with recognized employee bargaining units. However, because of the expertise and time required for negotiations, the Committee may hire a third-party negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreements on wages, hours, and other terms and conditions of employment will be developed.

The School Committee will appoint the negotiator and the fee or salary for their services will be established in accordance with the law at the time of appointment.

The duties of the negotiator will be as follows:

1. To negotiate in good faith with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units.

    a. The negotiator may recommend members of the administration to serve on the negotiation team. They will not be members of any unit that negotiates with the Committee, and their participation in negotiations must be recommended by the Superintendent and approved by the Committee.

    b. They will direct accumulation of necessary data needed for negotiations, such as comparative information.

    c. They will follow guidelines set forth by the Committee as to acceptable agreements and will report on the progress of negotiations.

    d. They will make recommendations to the Committee as to acceptable agreements.

2. The negotiator will interpret the signed negotiated contracts to administrators and may be called upon to offer advice on various aspects of contract administration during the terms of the contracts with employee organizations.

~~SOURCE: MASC~~

LEGAL REF.: M.G.L. 71:37E

KCD - GIFTS AND CONTRIBUTIONS TO THE SCHOOLS

The School Committee recognizes that the community provides valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system through fundraising.

Citizens and groups wishing to donate to the School District should indicate the purpose of the gift in a letter and seek the approval of the School Committee prior to fundraising. It is understood that a gift is a voluntary transfer of property given gratuitously and without consideration. Any interest generated from the temporary investment of the gift shall remain with the principal and be used for the specific purpose of the gift if the letter of donation so specifies. Donations to the Manchester Essex Regional School District are tax-deductible to the extent allowed by law. An acknowledgment letter for tax purposes shall be sent promptly to each donor and be signed by the Superintendent of Schools.

Unless otherwise indicated, a gift is unrestricted and may be used by the School District for purposes consistent with the School Committee's goals and priorities. If a donor wishes to restrict a gift to a specific program, the donor must indicate this in an accompanying letter. The School District shall establish separate accounts for restricted gifts as needed. The School Committee reserves the right to decline restricted gifts for programs that it has chosen to discontinue. Further, the School Committee reserves the right to decline contributions with conditions and restrictions that are not consistent with School District policy and procedures and the School Committee's goals and priorities.

In the event that a private foundation or group seeks to raise $50,000 or more for the School District or for a specific school program through an event, a direct mail campaign, or another activity, it is necessary that the organizing group and the School Committee sign a Memorandum of Understanding defining the goals and purposes for which funds will be raised. The Memorandum of Understanding must be approved by a majority vote of the School Committee.

Source: Massachusetts General Laws Chapter 44, Section 53A

File: FFA

MEMORIALS FOR DECEASED STUDENTS OR STAFF

The School Committee recognizes that the death of a student or member of the staff is deeply felt by the school community.

Memorials in the form of scholarships, awards, school supplies and equipment, as well as funds designated for a particular school, department, or school activity are encouraged as an alternative to permanent memorials.

Any permanent memorial gift must adhere to the following guidelines:

- No picture will be attached to the memorial.
- Information on the nameplate on the memorial shall be limited to "Donated by _____ in Memory of _____ and the date."
- The memorial must serve a useful purpose for current students.
- Shrubs, trees and plantings are discouraged on school grounds.

The proposed permanent memorial will be presented for approval by the School Committee.

FF - NAMING NEW FACILITIES

Naming a school facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name for a school, a portion of a school, or a portion of school grounds. Whenever possible, the wishes of the community, including parents/guardians and students, should be considered in naming school facilities.

The School Committee has the authority to approve the naming and renaming of buildings, structures, and facilities located on school property. The School Committee also has the authority to name subsections of existing structures or facilities, such as classrooms, auditoriums, and gymnasiums.

Names and/or wording associated with school facilities shall be consistent with school district policies and promote messages aligned with the mission, vision and goals of the school district. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

When the opportunity to name or dedicate a new school or school related property, structure or facility is forthcoming, an orderly procedure will be communicated at the next available School Committee meeting. The Committee's agendas should clearly reflect the intent to consider, review, and vote on naming opportunities.

Submission of a name for a school space may be made by any resident or by the Superintendent, in writing, and should be made to the School Committee Chair. If a name is being initiated at the local school level, the Principal must take reasonable steps to include the School Council and PTA/PTO in the nomination of the name before submission to the School Committee.

The written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment.

Following the submission of a naming request, the School Committee Chair will specify a consideration period that allows for public comment, following which the Committee will deliberate and vote on the name.

SOURCE: MASC August 2016

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 23 **Voucher Date:** 03/27/2020 Prepared By: Donald Gallant

Printed: 03/25/2020 01:19:42 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $3,677.50 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	$2,290.31
202	REVOLVING FUNDS	$0.00
301	TITLE I	$1,387.19
302	94-142 IDEA 240	$0.00
304	EARLY CHILDHOOD	$0.00
402	STATE GRANTS FY EVEN YEARS	$0.00
701	CAFETERIA FUNDS	$0.00
		$3,677.50

Created By: l.fleming **Posted By:** l.fleming **Date:** 03/24/2020 10:15:07 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1045 **Voucher Date:** 03/27/2020 Prepared By: Donna Gallant

Printed: 03/25/2020 01:13:15 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $772,433.53 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	$772,433.53
		$772,433.53

Created By: gallantd **Posted By:** v.leone **Date:** 03/25/2020 13:08:46 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1046 **Voucher Date:** 03/27/2020 Prepared By:

Printed: 03/25/2020 01:30:03 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $55,511.66 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	$55,511.66
		$55,511.66

Created By: gallantd **Posted By:** v.leone **Date:** 03/25/2020 13:26:31 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1047 **Voucher Date:** 03/27/2020 Prepared By: Donald Gallant

Printed: 03/25/2020 01:40:49 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $396,521.20 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	$396,521.20
		$396,521.20

Created By: gallantd **Posted By:** v.leone **Date:** 03/25/2020 13:35:32 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2883 **Voucher Date:** 03/27/2020 Prepared By: Donald Gallant

Printed: 03/25/2020 11:27:47 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $20,366.33 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	$20,366.33
		$20,366.33

Created By: capozzid **Posted By:** v.leone **Date:** 03/24/2020 15:54:01 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2884 **Voucher Date:** 03/27/2020 Prepared By: Donald Gallant

Printed: 03/25/2020 11:33:17 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $208,558.75 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	$204,786.64
205	ATHLETIC/EXTRA CURR REVOLVING	$3,089.79
502	PRIVATE GRANTS & GIFTS	$682.32
		$208,558.75

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2885 **Voucher Date:** 03/27/2020 Prepared By: Donald Gallant

Printed: 03/27/2020 09:07:51 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $28,764.75 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	$11,799.19
202	REVOLVING FUNDS	$2,942.06
205	ATHLETIC/EXTRA CURR REVOLVING	$14,023.50
		$28,764.75

Created By: capozzid **Posted By:** v.leone **Date:** 03/24/2020 15:56:12 Page: 1

The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, December 18, 2019 7:00 PM

Present:

Peter Wolczik
Michelle Horgan
Michelle Bailey, Vice Chairperson
David Polito, Chairperson
Stacey Metternick, Secretary
Gene Lee (late arrival)

Hamilton Board of Selectmen
Rosemary Kennedy, Vice Chair
Darcy Dale
Shawn Farrell

High School Student Government
Thomas Kaine, Student Government Representative/President
Connor Ryan, Student Government Vice President
Dominic Brown, Student Government Treasurer
Caroline Dent, Student Government Secretary
Nora Sullivan-Horner, Representative School Advisory Councils

Also Present:
Julie Kukenberger, Interim Superintendent
Vincent Leone, Assistant Superintendent to Finance & Administration

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

David Polito calls the Hamilton Wenham Regional School Committee meeting to order at 7:06 pm.

a) Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

Rosemary Kennedy calls the Hamilton Board of Selectmen meeting to order at 7:07 pm. Ms. Kennedy notes that the minutes for the BOS meeting will be identical to those of the School Committee for the joint meeting.

2. Citizens' Comments

None.

3. Student Representative's Report

Thomas Kaine, President
Connor Ryan, Vice President
Dominic Brown, Treasurer
Caroline Dent, Secretary
Nora Sullivan-Horner, Representative School Advisory Councils

- Miles River Middle School Transitions
  - Activities & clubs;
  - Extra-curricular activities;
  - Students reflect on crucial components of their Middle School experience.
- Hamilton Wenham Regional High School
  - Activities and clubs;

        - Newly developed Writing Center with peer tutors;
    - Extra-curricular activities;
    - Fundraising efforts;
        - Community outreach, fundraising events, etc.
- Student Advisory Councils
    - Nora Sullivan-Horner explains the student roles in State legislature and policies, noting that there is student voice reflected in votes;
        - Equity, global outreach, post high school readiness, etc.
- High School Athletics Program
    - Review of sports teams in High School, options for participation, etc.
- What is Learning at HWRHS?
    - Review of major components found in the High School student experience:
        - Exploration;
        - Failure & growth;
        - Discussion;
        - Challenge.

Questions:
Michelle Bailey: Having recently toured colleges, what do you believe colleges are looking for in students, specifically in regards to the High School experience?

Caroline Dent noticed that the interdisciplinary programs she is interested in were looking for extracurricular activities and other non-traditional educational pursuits. Thomas Kaine adds that he noticed colleges interested in cooperative and collaborative approaches.

Michelle Horgan: Congratulations to Thomas Kaine for his acceptance to Harvard, and extends her best wishes to all those students awaiting acceptance.

4. New Business

a) Jointly appoint a Hamilton Resident to the Hamilton-Wenham Regional School Committee with the Hamilton Board of Selectmen:

- *Tai Pryjma* Exhibit
- *Nancy Gerardi* Exhibit

Michelle Horgan asks candidates to provide an overview of their interests and qualifications for the open School Committee seat. Candidates provide a summary of their background, interest, and skillset, which are also detailed in their letters of interest.

Discussion regarding interview questions, structure of the interview, etc.

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE APPROVE THE FOUR QUESTIONS (DETAILED ON PAGE 1 OF THE SCHOOL COMMITTEE PACKET) AND ALLOW FOR ADDITIONAL QUESTIONS AFTERWARDS, TO BE ASKED OF THE SCHOOL COMMITTEE CANDIDATES.

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

Approved School Committee Questions (Michelle Horgan):

1. **In your opinion what is the district doing well? What are its challenges and how would you improve them?**

Nancy Gerardi: The students who just spoke illustrate what the district is currently doing well. The challenges, as is true with most organizations and groups, are time and money. Implementing programs, curriculum, and activities to create well-rounded students involves time and money, but Ms. Gerardi notes that overcoming those challenges to determine how to best implement them back into the school is important.

Tai Pryjma: His son loves school, which Mr. Pryjma attributes to the Hamilton-Wenham teachers creating an individualized learning experience and offering supportive services. The more support the district can offer to the teachers, the more the teachers are able to offer support to students.

2. **The School Committee has started the process of hiring a permanent superintendent, and if appointed, you will be part of that process. What characteristics do you think the school committee should be looking for in a permanent superintendent?**

Tai Pryjma: Impressive executive management skills would be a very important characteristic for this person to successfully manage a large system with a complicated funding system. Also, the ideal person to fill this role would need an ability to bring people and groups together.
Nancy Gerardi: Has gone through the DESE licensing process for superintendent status. Ms. Gerardi notes the superintendent would need to possess skills for hiring, managing staff, and creating an overall culture of support and high morale.

3. **Is there any particular area of interest or strength where you feel you could offer a level of expertise to the board?**

Nancy Gerardi: She is licensed as a School Business Manager, and therefore very comfortable and skilled working with budgets. Her experience as an attorney would offer legal perspectives. She is naturally curious and tends to ask many questions, so she would also bring an inquisitive personality.
Tai Pryjma: He is a clinical social worker by training, and his interests and expertise are within the mental health arena. He has worked with DCF for over 20 years and is currently a supervisor. He is comfortable working in complex, often competing, systems. He would bring a social-emotional and mental health perspective to the committee.

4. **Do you plan on running for a full term in April?**

Tai Pryjma: Yes, he would like to continue involvement with the school district, as his son is only in the first grade.
Nancy Gerardi: No, she applied for the vacant seat with the intention of meeting a temporary need of the district.

Additional School Committee Questions
***Stacey Metternick* asks Nancy Gerardi why she is not using or pursuing her superintendent license.**
Ms. Gerardi explains that the licensing for the superintendent status came up as an opportunity in the process of pursuing her School Business Manager license.

Hamilton Board of Selectmen Questions:
***Darcy Dale*: I understand that the district laid off the only full-time school psychiatrist. I also understand that the district is focused on keeping as many IEP students in the district as possible. How do you see this lay-off impacting the initiative to keep students in district?**
Tai Pryjma: Any psychiatrist or mental health support staff in the schools are a huge asset, especially given that schools are often the only safe and consistent environment children have. He explains how crucial these services are to keep in the schools, noting that teaching staff would more than likely agree that removing the full-time psychiatrist is problematic.
Nancy Gerardi: She does not know the previous administration's motives in removing the psychiatrist, but would assume that the unfortunate cut was made because of financial obstacles.

***Rosemary Kennedy:* What resources could we tap into for student social, emotional, and academic needs without requiring more tax payer dollars? With finite resources, what are some out-of-the-box approaches to meet the needs of students?**
Tai Pryjma: In a recent conversation and visit to another school, he learned that administration figured out a way to bill insurance for mental health staff in the school. Their approach seems to be working for them and could offer insight to alternative approaches for Hamilton-Wenham to consider.
Nancy Gerardi: There are a number of established resources offered by the State of Massachusetts that are already paid for by tax dollars. These resources could be brought to the schools, or the district could find ways to work with those resources already established.

Shawn Farrell: **How will you work with the local governments, what knowledge will you gain from local governments, and how will you implement that knowledge to rectify differences/build consensus through the district budgeting process?**
Tai Pryjma: Learning about Town budgets would require sitting in on discussions to learn about Town values and budget challenges. He hopes the Town values would reveal education as a priority.
Nancy Gerardi: Both parties would likely leave the table feeling a bit injured, *not harmed*. This requires a give/give scenario. She explains first addressing the budget's legal obligations and contracts, and next engaging in discussion and negotiations with each side making sacrifices.

Michelle Horgan thanks the candidates for coming this evening, and explains the next steps in the process of choosing an interim School Committee member. Candidates may exit the meeting, or move to the audience. Shawn Farrell requests that whomever is chosen this evening visit the Town Clerk as soon as possible, to be sworn in as School Committee members and begin their work.

Discussion regarding procedure of choosing a candidate, votes needed, etc.

ROLL CALL VOTE:
Gene Lee - Nancy Gerardi
Peter Wolczik - Tai Pryjma
Michelle Horgan - Tai Pryjma
Michelle Bailey - Tai Pryjma
Stacey Metternick - Tai Pryjma
Rosemary Kennedy - Tai Pryjma
Darcy Dale - Nancy Gerardi
Shawn Farrell - Nancy Gerardi
David Polito - Tai Pryjma
6 votes for Tai Pryjma; 3 votes for Nancy Gerardi.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AS WELL AS THE HAMILTON BOARD OF SELECTMEN APPOINT MR. TAI PRYJMA AS THE INTERIM SCHOOL COMMITTEE MEMBER FOR THE REMAINING BALANCE OF THE 2019/2020 TERM.

MOTION by Michelle Horgan; SECONDED by Michelle Bailey.
Unanimously approved by 6 School Committee members present;
Unanimously approved by 3 Hamilton Board of Selectmen members present.

I MOVE THAT WE ADJOURN THE HAMILTON BOARD OF SELECTMEN MEETING (8:14 PM).

MOTION by Rosemary Kennedy; SECONDED by Darcy Dale.
Unanimously approved by 3 Hamilton Board of Selectmen members present.

David Polito calls a 5-minute recess to the School Committee meeting.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AMEND THE AGENDA TO MOVE ITEM 4D, ADOPT HWRHS COURSE CATALOG, TO ITEM 4B, AND MOVE AGENDA ITEM 5A, CLASS SIZE ANALYSIS, SC POLICY H004, TO AGENDA ITEM 4C, IN ORDER TO RESPECT THE TIME OF THE LEADERSHIP TEAM MEMBERS CURRENTLY WAITING TO PRESENT THE MATERIAL.

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

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AMEND THE AGENDA TO MOVE ITEM 4H, SUPERINTENDENT'S SEARCH, TO ITEM 4D, IN ORDER TO RESPECT THE TIME OF MASC REPRESENTATIVE DOROTHY PRESSER, CURRENTLY WAITING TO PRESENT THE MATERIAL.

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

b) Adopt HWRHS 2020-2021 Course Catalogue; SC Policy I9000 Exhibit

(Originally 4D) Bryan Menegoni, High School Assistant Principal, presents an overview of High School courses offered as well as courses not offered. School Committee members ask questions surrounding strategy behind the course catalogue, with Mr. Menegoni explaining the thought processes.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADOPT THE HAMILTON WENHAM REGIONAL HIGH SCHOOL 2020/2021 COURSE CATALOGUE UNDER SCHOOL COMMITTEE POLICY I9000.

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

c) Class Size Analysis; SC Policy H004; Presented by Eric Tracy, Principal of Hamilton- Wenham Regional High School Exhibit

Eric Tracy, Hamilton Wenham Regional High School Principal provides a detailed explanation of the information found in the Class Size Analysis presentation. School Committee members ask questions surrounding class size and strategy, with Mr. Tracy providing further explanation.

d) Superintendent's Search

Dorothy Presser, MASC, provides an update to the School Committee regarding the Superintendent Search process. The superintendent search timeline needs to be adjusted due to the inclement weather this past week. Ms. Presser speaks about schedule changes, decisions to be made by the School Committee, etc. Ms. Presser asks the School Committee to approve the revised timeline, or provide suggestions for revisions. Discussion regarding School Committee meeting schedule and alignment with superintendent search timeline, best approaches to move forward, length of meetings, and length of time required to address the Superintendent Search process to-do items/timeline.

Decision: 01/16/2020 Community Meeting at 7:00 pm and 01/22/2020 meeting to choose Screening Committee members.

e) Boys' Ice Hockey Sample Program

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE BOYS' ICE HOCKEY SAMPLE PROGRAM AS SHOWN.
Discussion: This was previously approved.
MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
Unanimously approved by 6 members present.

f) Donations

- Boys Basketball Booster Parents Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE BOYS BASKETBALL BOOSTER PARENTS IN THE AMOUNT OF $1,522.00 TO FUND THE .5 PAID ASSISTANT FOR THE BOY'S BASKETBALL PROGRAM.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Unanimously approved by 6 members present.

■ Friends of Buker Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF BUKER IN THE AMOUNT OF $150.00 TO SUPPORT THE WINTER GATHERING.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Unanimously approved by 6 members present.

■ Eastern Bank Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM EASTERN BANK IN THE AMOUNT OF $250.00 TO SUPPORT THE WINTER GATHERING.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Unanimously approved by 6 members present.

■ EdFund Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE HAMILTON WENHAM EDFUND IN THE AMOUNT OF $250.00 TO SUPPORT THE WINTER GATHERING.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Unanimously approved by 6 members present.

■ Friends of Cutler Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER IN THE AMOUNT OF $150.00 TO SUPPORT THE WINTER GATHERING.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Unanimously approved by 6 members present.

■ Lueders Environmental Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM LUEDERS ENVIRONMENTAL.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Unanimously approved by 6 members present.

g) Amend the 2020-2021 HWRSD School Calendar Exhibit

Dr. Kukenberger explains the amendment to the calendar: the recommendation is to approve the calendar as shown on pages 50-51, which is revised to shorten the gap between staff returning and students returning, as well as allowing the school year to end a bit earlier while accommodating any snow days. Stacey Metternick brings up that families may have already made plans based on the school year calendar previously approved by the School Committee. Further discussion regarding changes to the calendar, vacation planning, pros and cons with each calendar, etc.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AMEND THE 2020-2021 HWRSD SCHOOL CALENDAR.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: Michelle Bailey recommends immediate communication to families regarding any changes to the school year calendar.

Approved by 5 members; 1 member, Stacey Metternick, opposes.

h) Approve the 2021-2022 HWRSD School Calendar Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE 2021-2022 HWRSD SCHOOL CALENDAR AS PROPOSED ON PAGE 52 OF THE SCHOOL COMMITTEE PACKET.

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

i) Warrant for SC Nomination Papers Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE WARRANTS FOR ELECTIONS OF THE MEMBERS OF THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE FOR OUR NEXT ELECTION.

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

5. Superintendent's Report

A. 10 Year Capital Improvement Plan and FY21 Capital Budget Recommendations;
Presented by Thomas F. Geary III, Director of Facilities, Maintenance, and Operations Exhibit

Thomas Geary provides an overview of the 10-year capital improvement plan and the FY21 Capital Budget Recommendations, as detailed in the presentation beginning on page 61, and found in the Exhibit. Total investment is $958,000, which is broken down by projects.Discussion regarding district priorities, designing an ideal classroom, engaging concerned parties, etc. Mr. Geary will forward a digital copy of this presentation to School Committee. Michelle Horgan will forward the presentation to the town FINCOMS. Gene Lee states that Mr. Geary has attended many, if not all of the Capital/Financial Planning Subcommittee meetings (Town capital groups have also been present) and this presentation encompasses discussions at those meetings.

B. FY21 Preliminary Budget Exhibit

Dr. Julie Kukenberger and Vincent Leone provide details of the FY21 preliminary budget, as detailed in the Exhibit. Dr. Kukenberger highlights that these are preliminary numbers and are anticipated to change.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN THE MEETING IN 10 MINUTES (motion made at 10:44 pm).

MOTION by Michelle Bailey; SECONDED by Michelle Horgan.
Unanimously approved by 5 members present (Stacey Metternick previously exited the meeting).

Continued discussion regarding budget process, tentative budget proposed, cost savings, etc.

C. HWRSD Leadership Team Winter Gathering

Dr. Kukenberger reports that the Leadership Team Winter Gathering was hosted today at the Miles River Middle School, and was very successful. She hopes that the Leadership Team goes into their winter break knowing how much they are valued.

~~**6. Chair's Report**~~

~~**7. Committee Reports (continued)**~~

~~a) Capital/Financial Planning Subcommittee~~

- ~~SOI 2019 Results~~ ~~Exhibit~~
- ~~SOI 2020 Application~~
- ~~Next Meeting Date:~~

~~b) Policy Subcommittee~~

- ~~First Reading of SC Policy C~~ ~~Exhibit~~
- ~~First Reading of SC Policy E~~ ~~Exhibit~~
- ~~Next Meeting Date:~~

~~e) Negotiations Subcommittee~~

- ~~Next Meeting Date:~~

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE TABLE THE COMMITTEE REPORTS, ITEM NUMBER 8 A, B, AND C IN THE AGENDA (NOTE: COMMITTEE REPORTS ARE ITEM 7A, 7B, AND 7C IN REVISED AND CURRENT AGENDA).

MOTION by Michelle Horgan; SECONDED by Michelle Bailey.
Unanimously approved by 5 members present.

8. Consent Agenda

a) Approve Field Trips for Ski Club — Exhibit
b) Approve Field Trip to Peru — Exhibit
c) Warrants — Exhibit

- Voucher No. 2843
- Voucher No. 2844
- Voucher No. 13
- Voucher No. 1028
- Voucher No. 1026
- Voucher No. 12
- Voucher No. 1027
- Voucher No. 2845
- Voucher No. 2846
- Voucher No. 2841
- Voucher No. 2842

d) Vote to approve prior meeting minutes:

- January 30, 2019 Executive Session Minutes - Longmeadow — Exhibit
- January 30, 2019 Executive Session Minutes - Harvey Salary — Exhibit
- March 27, 2019 Executive Session Minutes — Exhibit
- July 31, 2019 Executive Session Minutes — Exhibit

Michelle Bailey requests to remove *B) Field Trip to Peru* and Dr. Julie Kukenberger notes changes needed to *D) 07/31/19 Executive Session Minutes.*

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA EXCLUDING (B) FIELD TRIP TO PERU, AND (D) 07/31/19 EXECUTIVE SESSION MEETING MINUTES; THERE CAN BE NO FURTHER CHANGES.

MOTION by Michelle Horgan; SECONDED by Michelle Bailey.
Unanimously approved by 5 members present.

Field Trip to Peru discussion: Michelle Bailey notes that there is a level 4 travel warning to one of the cities listed in the request. Ms. Bailey asks that should this request be approved, it be approved with the condition to inform parents of the warning, and with the condition that the School Committee agrees to research the status of the travel warning one (1) month prior to the travel dates.

MEETING ADJOURNS AT 10:54 PM BASED ON MOTION 10 MINUTES PRIOR AT 10:44 PM.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE TABLE THE REQUEST FOR THE FIELD TRIP TO PERU.

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

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE TABLE THE APPROVAL OF THE 7/31/19 EXECUTIVE SESSION MEETING MINUTES PENDING EDITS TO ACCURATELY REFLECT THE APPOINTMENT OF THOMAS GEARY TO THE DISTRICT DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS, FOR A THREE OR FOUR YEAR CONTRACT, WITH THE OPTION TO EXTEND TO A FIFTH YEAR PENDING POSITIVE EVALUATIONS.

MOTION by Michelle Horgan; SECONDED by Peter Wolczik.
Unanimously approved by 5 members present.

~~**9. Other**~~

~~a) Topics for Next Meeting~~

~~**10. Vote to Adjourn**~~

Meeting adjourned previously. Meeting discussions and the recording of the meeting ends at 11:01pm.

Respectfully submitted February 9, 2020 by Mahala Lettvin, Recording Secretary.

The Hamilton Wenham Regional School District
School Committee Budget Workshop #1
Buker Elementary School Multi-Purpose Room
Tuesday, January 14, 2020 5:00 PM

Present:

Gene Lee (5:40pm arrival)
Michelle Horgan
David Polito, Chairperson (5:15pm arrival)
Stacey Metternick, Secretary
Peter Wolczik

Also Present:

Vincent Leone, Assistant Superintendent to Finance & Administration
Julie Kukenberger, Interim Superintendent
Thomas Geary, Director of Maintenance, Facilities, and Operations
Ben Schersten, Buker Elementary School Principal
Carolyn Shediac, Winthrop Elementary School Principal
Jennifer Clifford, Cutler Elementary School Principal
Maureen Smith, Elementary Special Education Coordinator
Peggy McElinney, Director of Curriculum, Assessment, & Instruction
Susan Stibel, Elementary Language Arts Coordinator
Christine Fichera, Elementary Math Coordinator
Mahala Lettvin, Recording Secretary
Alan Taupier, Director of Technology
Elizabeth Lovell, Miles River Middle School Assistant Principal
Craig Hovey, Miles River Middle School Principal
Kristin Lazzaro, Director of School Counseling
Bryan Menegoni, High School Assistant Principal
Eric Tracy, High School Principal

1) Call to Order 5:00 PM

Stacey Metternick, School Committee Secretary, calls the meeting to order at 5:10 pm.

2) Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3) Citizens' Comments

Susan Stibel mentions that World Read-Aloud Day is 02/05/2020, and she encourages everyone to participate by reading aloud with families and/or the community.

4) FY21 Leadership Team Tentative Budget Proposal Part #1

A. Intro and Budget Overview (30 Minutes) (Slide 1)

Dr. Kukenberger introduces tonight's budget workshop and provides an overview of the district's tentative budget, approved at the 01/08/2020 School Committee meeting.

Ice Breaker: Tell your budget Emoji story! (Slide 2)
Participants choose 3 emoji stickers to describe how they are feeling about the FY21 budget development process, and then connect with 2-3 other participants to share.

- Review Norms and Workshop Protocol (Slide 3)

Batching questions, encouraging participants to jot down notes as presentations occur;

- Objectives for Today (Slide 4)
  FY20 Return on investments, successes, fast facts and research;
  What the FY21 budget proposal allows district to do/provide;
  What needs are unmet by this proposal?
  Talking points and critical messages to be shared with our community;
- July 18, 2019 FY20 Preliminary Budget Forecast (Slide 5)
  Review of budget deficit and actions taken by district administration;
- October 16, 2019 Preliminary Budget Forecast (Slide 6)
  Review of changes since forecast was made;
- FY20 Items Still in Motion (Slide 7)
  Out-of-District Placement;
  Health Insurance;
  Employee Leaves (maternity/paternity, medical, etc.);
- Summary (Slide 8)
  Review key elements of budget process thus far;
- What does this mean? (Slide 9)
  2.3% behind due to deficit in FY21 Budget;
- LT Budget Development Process (Slide 10)
  Strong desire for collaborative process;
  Increase district transparency;
  Working to be fiscally responsible, while understanding finite resources/capacity;
  District Administration will make recommendation this evening, and clearly communicate with and receive feedback from the committee and community;
- FY21 Tentative Budget Overview (Slide 11)
  Review tentative budget approved at last School Committee meeting;
- FY21 Tentative Budget Goals (Slide 12)
  Develop a needs-based, student-centered, fiscally-responsible budget;
  Prioritize PreK-12 resources;
  Provide required & appropriate services based on student needs, encouraging best educational outcomes for all;
  Respond to increasing enrollment demands PreK-1;
  Maintain existing programs & ensure student safety;
  Expand early intervention supports & services;
  Support 200+ employees;
- FY21 Budget Challenges (Slide 13)
  Unbudgeted needs will lead to 2.3% increase over FY20 Budget;
  Contractual obligations require 4.9% increase over FY20 Budget;
  Increasing PreK-1 enrollment;
  Developmental, social-emotional, and behavioral needs of students requiring specialized services & placements;
  Aging facilities & routine maintenance costs;
  More needs and investment proposals than able to support;

DAVID POLITO, CHAIRPERSON, CALLS THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MEETING TO ORDER (WITH QUORUM) AT 5:31PM.

- FY21 Preliminary Operating Budget Overview (Slide 14)
- FY21 Preliminary Summary by Site (Slide 15)

Each site will present what is/is not included in their budgets;

- Review Norms and Workshop Protocol (Slide 16)
  Dr. Kukenberger reviews the importance of following the norms & protocols.

Hamilton Wenham Regional High School (Slide 17)
Eric Tracy, Principal & Bryan Menegoni, Assistant Principal

- HWRHS- Return on Investment, Celebrating Success, and Fast Facts (Slide 18)
  RISE Program;
  Moved all Community Service to online platform, *Naviance*;
  The SRO, CARE team, and ALICE emergency response program;
- HWRHS- FY21 Budget Allows us to (Slide 19)
  Add an After-School Program for student academic support;
  Fund equipment needed for the Biotech class (launch class/startup funds);
  Expand *Mandarin* to Senior year, possibility of honors program
- HWRHS- Unmet Needs (Slide 20)
  $5,500 Biotechnology class equipment (recently covered by EdFund);
  $30,000 Media Communication lab/classroom equipment;
  $55,000 Health teacher for High School;
  Inability to meet building and facility needs as outlined in accreditation report:
  This is the one aspect HWRHS does not meet for accreditation. Mr. Tracy details this issue, noting it has been an ongoing concern, and potential ways to meet guidelines in the future.

Hamilton Wenham Miles River Middle School (Slide 21)
Craig Hovey, Principal & Liz Lovell, Assistant Principal

- MRMS- FY 20 Returns on Investments, Celebrating Success, and Fast Facts (Slide 22)
  Schoolwide PBIS Rollout:
  Details regarding PBIS progress made - uniting & allowing for common language, increasing student safety;
  SRO and ALICE;
  Arts Learning for All Students;
  8th Grade Spanish Exchange;
  Developmental and Refinement of Curriculum;
  Expanded After School Activities;
  Maximizing Learning Spaces;
- MRMS- FY21 Budget Allows us to (Slide 23)
  The MRMS FY21 Budget heeded to the needs of other schools, and thus does not require funding for a lot;
  Maintain a team-based model;
  Continue curriculum development and refinement;
  Continue Professional Development to Support Innovation;
- MRMS- Unmet Needs (Slide 24)
  Increase SEL Supports;
  Expand RISE (Resilience, Independence, Support, Empowerment) program to MS;
  Develop Long Term MS Student Technology Strategy;
  Expand Use of Learning Spaces;

Collaborative Band Room, Outdoor Learning, Flexible Furniture

Questions/Wonderings (Slide 25)
Ms. Metternick notes that the 12 pending OOD placements would bring the district up to 70+ student placements. She asks for explanation about the district's actions to examine this issue. Dr. Kukenberger assures Ms. Metternick of the district's commitment to exploring this in detail, explaining actions already taken, actions anticipated in the future, and research avenues planned to more deeply understand and address the concern.

Ms. Horgan noticed the accreditation report showed HWRSD above the state average. Mr. Tracy explains the report and complexity of OOD placements, noting that the district is attempting to meet the needs of students earlier in their education. Dr. Kukenberger adds that earlier intervention leads to better results, and the current proposed budget reflects some of these efforts.

Ms. Metternick asks for further explanation regarding the 6.9% HWRHS budget increase. Mr. Tracy explains many line items have been combined and/or shifted, so the increase may appear more drastic in some areas. Ms. Metternick states that she understands the reorganization, but reiterates the increase is alarming. Discussion regarding budget increase, possible factors, limitation to understanding the increase, etc.

Ms. Metternick asks if there is an amount projected for meeting the facility requirements set forth in the accreditation report. Mr. Tracy is uncomfortable in providing an answer, as there are a number of renovation projects as well as equipment purchases to consider as factors when providing an estimate.

Ms. Horgan asks how many students are anticipated at the after-school academic support program, with Mr. Menegoni noting there are generally 12-15 students at a time. The most important component, he continues, is to have a fully licensed teacher who not only understands the needs of students, but can also effectively communicate with parents. Continuing to offer this program allows for more equity in student success.

Ms. Metternick asks for further explanation regarding the Professional Development and School Nurse increases in the budget. Dr. Kukenberger states that the school nurse's lane change accounts for the increase, while Mr. Hovey notes that the increase in Professional Development results from the changing curriculum requirements. Dr. Kukenerberger encourages School Committee members to focus on the dollar amount rather than percentage increases, as the amounts initially listed were very low.

Ms. Horgan asks if the Leadership Team would be able to identify budget reductions without compromising the quality of education. Mr. Tracy explains that the Leadership Team spent a great deal of time exploring fiscal responsibility, however, they feel it is crucial for the community to understand the issues the schools face. Further discussion regarding the work done thus far, presenting information to Towns, moral and ethical responsibility to disclose needs of the schools, goal of transparency, etc.

Mr. Polito asks about the potential of working out a deal with HWCAM and the HWRHS Media and Communications Lab. Discussion regarding HWRHS programming, student interest, diminished draw to media/communications, history of relationship with HWCAM, etc. Mr. Tracy

states that though the situation with HWCAM is unfortunate, it allows for some important programmatic changes to take place.

Mr. Wolczik appreciates the creative use of space in the facilities, which encourage the important 21st century skill of collaboration.

Ms. Metternick notes that tonight's agenda was amended without 48 hours notice, and asks to table the *Curriculum, Assessment, and Instruction* presentation. Ms. McElhinney offers to keep her presentation on the agenda, and return tomorrow night to answer any questions that arise.

Time for a Break! (Slide 26)

DAVID POLITO, CHAIRPERSON, CALLS A 10 MINUTE RECESS TO THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MEETING AT 6:34PM.

DAVID POLITO CALLS THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MEETING TO ORDER AT 6:44 PM.

Hamilton Wenham Regional Elementary Schools: Bessie Buker, Cutler, Winthrop (Slide 27)
Ben Schersten, Buker Principal, Carolyn Shediac, Winthrop Principal, & Jennifer Clifford, Cutler Principal

- Elementary Schools- FY 20 Returns on Investments, Celebrating Success, and Fast Facts (Slide 28) *Presented by Carolyn Shediac*
  - Support 842 students in 42 PreK-5 classrooms;
  - Student supports provided through Language-Based Classroom, Intensive Learning Program, Center for Academic and Social Learning, Therapeutic and Moderate Programs;
  - Continued Professional Development for Responsive Classroom Investigations 3.0 Mathematics, STEMscopes, Science, and Teacher College Writing Units of Study;
- Elementary Schools- FY21 Budget Allows us to (Slide 29) *Presented by Jennifer Clifford*
  - Seventh kindergarten teacher maintains class size below 24;
  - Full-time kindergarten teaching assistants follow DESE guidelines of 18:2 student: adult ratios;
  - Literacy funds allow replenishment of K-5 classroom libraries (independent reading, increasing high-interest titles);
  - Additional Special Education Teacher to expand Language-Based Classroom, supporting students with content area language-based needs;
  - New music/performance risers at Buker, increasing student safety;
  - Expand School Resource Officer schedule, more effectively supporting schools;
  - Security update- part of Capital Improvement Plan;
- Elementary Schools- Unmet Needs (Slide 30) *Presented by Ben Schersten*
  - Facilitating updates- space limitations hinder ability to add programming;
  - LIPS Training for primary classroom teaching assistants;
  - Additional compensation/training for specialized teaching assistants;
  - Advanced Responsive Classroom training;
  - Locally funded TAs to meet the Special Education needs for all students (avoid relying on unpredictable state/federal grants);

Ms. Horgan asks if all elementary school principals agree with safety and security concerns; all agree this is a concern at schools.

Curriculum, Assessment, and Instruction (Slide 31)
Professional Development & Grants, Programs, and Initiatives
Peggy McElhinney, Director of Curriculum, Assessment, & Instruction

- Curriculum & Instruction- FY 20 Return on Investments, Celebrating Success, and Fast Facts (Slide 32)
  - District accountability data: met 88% of improvement targets in 2019 (increase 21 percentage points over 2018);
  - Essex County Learning Community Grant: access to high-quality professional development & collaboration with area districts, improving Multi-Tiered Systems of Support;
- Curriculum & Instruction- FY20 Return on Investments, Celebrating Success, and Fast Facts (Slide 33)
  - Mentoring and Induction program: provided new teacher orientation; mentor coordinator training and mentor resources; Studying Skillful Teaching course;
  - Content-specific professional development: AP training, Primary Source membership, SEI, and global studies;
  - Summer Curriculum Development: writing to align with new curriculum frameworks and AP expectations, as well as developing and refining course;
- Curriculum & Instruction- FY20 Return on Investments, Celebrating Success, and Fast Facts (Slide 34)
  - FY20 budget deficit and curtailment led to using the Tide IIA grant (a 2 year grant) for many professional development opportunities. This leaves the district with fewer grant reserves in FY21;
  - Grant-funded PD in FY20:
    - Will Richardson... beliefs about learning discussions;
    - Using Data Solutions consultants for the Literacy Data Team;
    - Illustrative Mathematics curriculum resource training;
    - Teacher College Coaching of Writing Institute;
- Curriculum & Instruction- FY21 Budget Allows us to (Slide 35)
  - Provide TA training supporting Special Education needs;
  - Provide Professional Development related to curriculum frameworks, identified student need, and district goals;
- Curriculum & Instruction- FY21 Budget Allows us to (continued) (Slide 36)
  - Continue to provide high-quality mentoring and induction programs supporting new teachers;
  - Continue memberships supporting curriculum and instruction (Primary Source, CSDN, ASCD, etc);
  - Provide time for curriculum development:
    - Prioritize unit writing at the High School (NEASC);
    - Align to new frameworks in Social Studies, Fine Arts, and Health/Wellness;
    - Develop new courses: *Mandarin 5*, *Biotechnology*, etc.
- Curriculum & Instruction- Unmet Needs (Slide 37)
  - Advanced Responsive Classroom training ($20,000);
  - LIPS Training ($18,000);

Training Primary and Special Education teachers would better support students in developing phonemic awareness, a critical skill for reading success.

Wonderings and Questions (Slide 38)
Mr. Wolczik comments that the importance of another teacher in the classroom should not be overlooked, and addressing issues earlier will be more cost effective and allow for greater student success. Ms. Clifford agrees, explaining the intention is to address needs earlier to reap long-term benefits.

Ms. Metternick asks the Elementary Leadership Team to identify possible budget reductions, especially given Wenham's unique situation. Ms. Metternick states that she does not feel good about bringing the current budget to the towns. Ms.Clifford explains that this year's collaborative approach to the budget resulted in equity across the elementary schools. Further, she highlights the importance of identifying district-wide cuts as opposed to separating out individual schools. Mr. Schersten adds that the difficult conversation about budget cuts necessitiates a fully tranparent and collaborative approach involving all stakeholders.

Discussion regarding collaborative approach to identifying district priorities, challenges specific to kindergarten enrollment, challenges emerging during the beginning of the school year, etc. Discussion regarding LIPS approach, benefits, student needs, training required, investment now in order to lower Special Education costs in the future. Discussion regarding presentation to community/towns.

Mr. Lee asks Mr. Tracy to provide an overview of the accreditation process and HWRHS status in that process. Mr. Tracy explains that the self-reflection report was submitted and then in October 2019, 4 volunteers spent 2 days on-site, verifying the claims made in that report.

- FY21 Preliminary Operating Budget Overview (Slide 39)

Mr. Leone reviews the FY21 Preliminary Operating Budget:

- Operating Expenses increase 12.48% change from FY20;
- Expense Offset 32.31% change from FY20;
- Revenues 2.63% change from FY20;
- Net Operating Budget 13% change from FY20

Ms. Metternick requests that comparative data is shown in more detail.

B. Next Steps

- **Review Next Steps in FY21 Budget Development Process** (Slide 40)

01/15/2020, 5:00pm-8:00pm Budget Workshop part #2
SC Capital/Financial Planning Subcommittee Meetings
Tuesday, January 21, 2020 @ 7:00pm
Tuesday, February 4, 2020 @ 7:00pm
Joint FY21 Budget Meeting (both Towns)
January 29, 2020 @ 7:00pm
Additional meetings TBD
Public Hearings @ 6:30pm in Buker Multipurpose Room
#1 Wednesday January 22, 2020
#2 Wednesday, February 12, 2020
Town Meeting/Vote

Ms. Metternick asks if the towns have agreed to the 01/29/2020 date, with Dr. Kukenberger confirming this, explaining further that she previously sent out a Doodle Poll for this purpose. Ms. Metternick believes there may be some confusion aroudn this date. Dr. Kukenberger notes that a timeline was shared in November, and is therefore fairly certain that all concerned parties are aware of the date. However, since there is no harm in overcommunicating, she will confirm this again.

- **How did the Workshop go?** (Slide 41)

Ms. Metternick asks that HWCAM make the recording of workshops live (there was an initial struggle with the Youtube feed, so the intention to broadcast a live feed was unsuccessful).

Ms. Horgan states that it would be helpful to have the costs for unmet needs identified throughout all individual budgets.

Based on School Committee feedback, Mr. Leone will add the 18/19 and 19/20 Budget actuals for comparison. He will also add FY20 projections and FY20 actuals (as projected during forecasts).

Mr. Lee appreciates the work and level of detail included in tonight's presentation, and believes the amount of information is appropriate for public consumption.

Mr. Polito says it is helpful to receive information directly from the Leadership Team and appreciates seeing the big picture to gain a deeper understanding of the schools' needs and their reflection in the Budget.

Dr. Kukenberger thanks the Leadership Team, commending them for stepping up and answering questions with confidence and clear understanding several times throughout the evening

Mr. Polito enjoyed the addition of the Leadership Team presentations to the budget process. He notes that as most people do not necessarily understand how to read through a budget, tonight's presentations broke down complex information in a way that was a lot easier to digest.

5) Adjournment (7:40pm)
I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 7:49 PM.

MOTION by Stacey Metternick; SECONDED by Peter Wolczik
Unanimously approved by 5 members present.

Respectfully submitted March 18, 2020 by Mahala Lettvin, Recording Secretary.

The Hamilton Wenham Regional School District
School Committee Budget Workshop #2
Buker Elementary School Multi-Purpose Room
Wednesday, January 15, 2020 5:00 PM

School Committee Members Present:

Gene Lee
Peter Wolczik
Michelle Horgan
David Polito, Chairperson
Stacey Metternick, Secretary (6:00pm arrival)

Also Present:

Julie Kukenberger, Interim Superintendent
Vincent Leone, Assistant Superintendent to Finance & Administration
Thomas Geary, Director of Maintenance, Facilities, and Operations
Jennifer Clifford, Cutler Elementary School Principal
Ben Schersten, Buker Elementary School Principal
Carolyn Shediac, Winthrop Elementary School Principal
Stacy Bucyk Director of Student Services
Maureen Smith, Elementary Special Education Coordinator
Lindsey McGovern, Secondary Special Education Coordinator (MRMS/HS)
Peggy McElinney, Director of Curriculum, Assessment & Instruction
Susan Stibel, Elementary Language Arts Coordinator
Alan Taupier, Director of Technology
Bryan Menegoni, Hamilton Wenham Regional High School Assistant Principal
Craig Hovey, Miles River Middle School Principal
Elizabeth Lovell, Miles River Middle School Assistant Principal
Craig Genualdo, Athletic Director
Catherine Donovan, Director of Food Service
Mahala Lettvin, Recording Secretary

1) Call to Order 5:00 PM

David Polito, Chairperson, calls the meeting to order at 5:06 pm.

2) Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3) Citizens' Comments

None.

4) FY21 Leadership Team Tentative Budget Proposal Part #2

A. Intro and Budget Overview (15 Minutes) (Slide 1)

Dr. Kukenberger introduces tonight's workshop, beginning with a review of feedback from last night's workshop (Slide 2). Pros included level of detail, information was direct from source, hard work evident, collaboration, clip-art, appreciated addition to budget process. Cons included ensuring a live broadcast, adding the costs associated with unmet needs, adding current/actual FY20 cost/ FY21 operating budget.

- Review norms and workshop protocol (Slide 3)
- Objectives for today (Slide 4)
- FY21 Preliminary Operating Budget Overview (Slide 5)
- FY21 Preliminary Operating Budget Overview - FY20 - Reality (Slide 6)

Dr. Kukenberger introduces Craig Genualdo, *Director of Athletics.*

Athletics (Slide 7)

- HWRHS Athletics: Return on Investment, Celebrating Success, and Fast Facts (Slide 8)
- HWRHS Athletics: FY21 Budget Allows us to (Slide 9)
- HWRHS Athletics: Unmet Needs (Slide 10)
- HWRHS Athletics: Unmet Needs (Slide 11)

Dr. Kukenberger introduces Thomas Geary, *Director of Maintenance, Facilities, and Operations.*

Facilities and Maintenance Department (Slide 12)

- HW Facilities & Maintenance: Fast Facts (Slide 13)
- HW Facilities & Maintenance: FY21 Budget Allows us to (Slide 14)
- HW Facilities & Maintenance: Unmet Needs (Slide 15)

Mr. Geary notes that a number of contracts are scheduled to expire this fiscal year, and as a result the community as well as the School Committee should expect to see a significant increase in many of the services contracted out. Discussion regarding various needs of the school facilities, contractual obligations, increase in cost of services, etc.

Questions and Wonderings (Slide 16)

Ms Horgan inquires about a safety issue concerning the athletic fields. Brief discussion regarding district safety protocols, providing a safe environment for student athletes, etc. Ms. Horgan brings up the sports netting on the athletic field, with a brief discussion regarding sports equipment, expectations of players, etc. following. Discussion regarding athletic field and concerns surrounding ticks and tick-borne illnesses.

Mr. Lee asks how many of the Assistant Coaches throughout the department are funded by booster organizations. Mr. Genualdo says that this number varies year after year, but this year the boosters have funded 6 Assistant Coaches (approved by the School Committee). Of those, Mr., Genualdo notes that there was 1 Full-Time Assistant Coach, and the remaining 5 were .5.

Mr. Lee follows up, asking how many of the athletic teams have associated booster groups. Mr,. Genualdo states that each sport has a booster group, however the amount of fundraising and involvement of that group varies quite a bit.

Ms. Horgan asks how many years the boosters have been financially supporting the coaches and assistant coaches. Mr Genualdo explains that this has been going on for quite some time, however to his knowledge, the funding the boosters provide has only become "official" within the last year.

Mr. Lee points out that the information presented for the Facilities & Maintenance Department budget is based solely on the Operating Budget, and clarifies for the sake of the audience, that a capital budget with additional projects and costs is forthcoming. Dr Kukenberger clarifies that Mr. Geary began this position in October, 2019, and was immediately tasked with prioritizing the ten year capital improvement list.

Mr. Geary reads the FY21 Capital Project list aloud. As part of the prioritization of the projects, Mr,. Geary notes that he would recommend a school-wide facility study examining demographics, future grade configurations, and a number of other factors for consideration for the district's future. Included in the Capital Project list are furniture and equipment costs, sidewalks in front of MRMS, Athletic Field project, and Network Infrastructure improvements. These capital projects total $958,000.

Dr. Kukenberger notes that District Administration is working to assemble all budget related documents for availability on the district's website,
https://www.hwschools.net/page.cfm?p=2129

Ms. Horgan brings up the issue of contracts coming to an end. Mr, Geary expands on this issue, explaining that the district expects to see, on average, a 3% increase in contractual costs. He notes that construction costs have tripled since 2017. Mr. Geary notes that contract will be bid out for FY21, so although the district anticipates rising costs, there is currently no certainty surrounding the numbers.

Break (Slide 18)

DAVID POLITO CALLS A TEN MINUTE RECESS TO THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MEETING AT 5:41PM.

DAVID POLITO CALLS THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MEETING TO ORDER AT 5:52PM.

Dr. Kukenberger introduces Alan Taupier, *Director of InformationTechnology*.
Information Technology Department (Slide 17)
Mr. Taupier explains that he broke down the information for the Information Technology Budget in a different way. He refers to technology as a utility throughout this presentation.

- Information Technology Utility, Lifecycle & Risk (Slide 19)
- Information Technology Utility (Slide 20)
  - 2,280 district managed personal computing devices;
  - 144 learning environments;
- Information Technology Lifecycle (Slide 21)
  - Various thoughts regarding how long a computer functions;
  - 41% of district devices are over 5 years old- with conservative estimates, this is bordering on the end of a computer's useful life;
  - 1 to 1 program;
  - 1,329 district devices are newer than 5 years old;
  - Budget includes funding to purchase replacement laptops, in order to replace Elementary School Apple IPADS with more suitable Chromebook devices (these are cheaper and more efficient for the needs of the elementary schools);
- Information Technology Risk (Slide 22)
  - Phishing - 90% of cyberattacks start with phishing;
  - Ransomware - 8 M.S. ransomware attacks in 2019;
  - DDOS - Distributed Denial of Service;
  - IOP Vulnerability - Unstructured Security Threat;
  - DATA BREACH - Compromise of PII;
  - Catastrophic Failure - failure of critical resources;

- Information Technology Expenditures (Slide 23)
  Utility 40%
  Lifecycle 43%
  Risk 17%

Central Office/Superintendent's Office (Slide 24)
Julie Kukenberger, Interim Superintendent of Schools
Vincent Leone, Assistant Superintendent of Finance and Administration

- Central Office: Return on Investment, Celebrating Success, and Fast Facts (Slide 25)
  Recruit and hire 12 district and building level employees;
  Retain highly skilled building and district level leaders;
  Maintain momentum toward developing strategic blueprint;
- Central Office: Budget allows us to: (Slide 26)
  MAINTAIN school resource officer and expand support to all schools;
  ASSESS culture and climate by gathering information from various stakeholders in order to enhance strategic initiatives;
  STUDY specialized programs in order to assess effectiveness and opportunities for improvement;
  RETAIN and RECRUIT highly skilled district and building level leaders in order to maintain continuous improvement and positive student outcomes;
- Central Office: Unmet Needs (Slide 27)
  OPEB;
  Unemployment Benefits

Questions and Wonderings (Slide 28)
Ms. Horgan asks for further explanation regarding the phone systems of the schools. Mr. Taupier notes that the phone systems are 20 years old; upgrading and/or replacing the systems would fall under the category of capital expenditure. Mr. Geary confirms that the phone systems were included in the FY21 Capital Budget, under the security heading.

Ms. Metternick asks for further explanation regarding the future of OPEB funding. Mr. Leone would not recommend waiting until the district is forced to fund. Discussion regarding strategy of funding OPEB, history of discussions regarding this issue, etc.

Mr. Wolczik seeks clarification that the amount of pages printed annually exceeds 3 million. Discussion regarding printing policies in schools, access to printing, need for printing, etc.

Ms. Horgan highlights the importance of the School Resource Officer, noting that nobody over the age of 40 has attended school while being in fear for their life. Further, she notes that the Juniors this year were in 4th grade at the time of the Sandy Hook incident. Ms. Horgan reiterates her support for the School Resource Officer, explaining his presence as an unfortunate but necessary resource for students. Discussion regarding School Resource Officer, entity responsible for paying salary, access to the SRO, etc.

Mr. Lee expresses his concern regarding the vulnerability of the school-wide systems. He notes that any large institution needs to have continuity of operations and continuity of governance. Mr. Lee asks if the Information Technology budget is designed to pivot and carry on in the event of a catastrophe/close to catastrophe. Mr. Taupier explains that to address this, the budget includes funds for replacing older devices. A brief discussion follows.

Mr. Wolczik asks for further explanation regarding how the Central Office consolidated positions and increased efficiency overall. Mr. Leone explains Human Resources and Payroll were combined into one position, effectively eliminating one FTE position. Dr. Kukenberger adds that the next Central Office meeting will address work cycles, promotions, etc. in more detail. Further, she notes that the Central Office will be fully staffed by 2/21/2020, at which point a deeper exploration into different functionalities will take place.

Break (Slide 29) (No break taken, per unanimous agreement)

Student Services (Slide 30)
Stacy Bucyk, Director of Student Services
Maureen Smith, Elementary Special Education Coordinator

- Student Services: FY20 Return on Investment, Celebrating Success, and Fast Facts (Slide 31)
  Maintain FY19 program development: positive program impact on the 60+ students district-wide;
  (HWRHS) Language based program; Therapeutic learning center, intensive learning-academic support program. The addition of language based and intensive learning have shown an estimated cost savings of $735,000;
- Student Services: FY20 Return on Investment, Celebrating Success, and Fast Facts (Slide 32)
  (MRMS) Social EMotional behavioral support;
  (Elementary) expansion of language based programs;
  (All levels) ongoing development of in-house ABA provides and program specific providers. Hire and maintain highly qualified teaching staff;
- Student Services: FY21 Budget Allows us to (Slide 33 -35
  Increase in district staffing;
  Add .03 FTE Speech/Language Pathologist;
  Add 1.0 FTE ESL Teacher;
  Conservative Budgeting
- Student Services: Unmet Needs (Slide 36)
  Funding for continuous specialized training for staff to meet the needs of ALL students;
  Space and facilities for program development and expansion;
  Contingency Funds (unknown/unanticipated costs of service and program needs);
- Student Services: Ongoing Challenges (Slide 37)
  Consistent services and practices through Multi-Tiered Systems of Support across all settings to address academic and social emotional learning needs to:
    Promote rigorous programming;
    Decrease level of service needs;
    Increase abilities to meet higher level needs in less restrictive environment;
  Overall Special Education Costs
    Connected services, OOD tuition, transportation, legal
  Special Education population has increased 4.2% over the last 5 years

Questions and Wonderings (Slide 38)

Mr. Wolczik appreciates the prioritizing of internal services over external contracts. He asks if this results in cost savings. Ms. Bucyk says it does result in savings in the long run, as well as offering the district control over the quality of interactions. Mr. Wolczik inquires as to whether external contracted services offer the same person every day. Ms. Bucyk responds that it is typically the same person providing services, though home providers tend to vary. Mr. Wolczik reiterates his support of an internal Hamilton-Wenham team member providing services.

Mr. Wolczik asks for further explanation about the need for the full-time Speech Language Pathologist, with Ms. Bucyk explaining that the majority of services would be at the secondary level, with the SLP picking up services across the district, as well as supporting evaluations across the district.

Mr. Wolczik asks what percentage of OOD placements Ms. Bucyk thinks the district could realistically bring back. Ms. Bucyk is not comfortable providing a number, as there may be pending agreements with the parents. She continues that the district is exploring the enhancement of spaces and programs offered in the schools in order to entice students and families to remain in district.

Ms. Metternick asks if there are plans to bring in additional programs to allow for greater cost savings. Ms. Bucyk explains that the district is analyzing how to increase spaces and expand programming. Dr. Kukenberger adds that the topic of adding programs is one that requires having to spend money in order to save money.

Mr. Lee asks if the schools have the physical space in order to develop more programs. Ms. Bucyk states that the Hamilton Wenham facilities are in need of an update, and that there are certainly programs requiring much more individualized spaces. When Cutler school switched to Language-Based programming, the district faced challenges as the program required using classroom space. Dr. Kukenberger adds that ideally the rooms would be designed to accommodate various student needs, however, the district is lucky to have fairly large classroom sizes, and if funds are made available the space could be made to work.

Ms. Metternick asks for further explanation about school choice. Ms.Bucyk explains that school choice students with IEPs offer a small return for the district, though it does not necessarily equate to the costs of providing services.
Discussion regarding services to benefit all students, challenges faced, Chapter 70 funding, etc.

Ms. Metternick asks Ms. Bucyk to identify potential budget reductions. Ms. Bucyk explains that she continuously looks for creative ways to reduce the costs associated, but this budget is unique in that the majority of costs are required by law.

Michelle Horgan exits the meeting at 6:55pm.

B. Next Steps

- FY21 Preliminary Operating Budget Overview (Fy20- Reality) (Slide 39-40)

Dr. Kukenberger provides an overview of the district budget over the last couple of years. She explains that the district is committed to working closely with the Capital Financial Subcommittee to identify areas for reduction and cost savings. Dr. Kukenberger reiterates that presenting the budget this way allowed the public to have a clear understanding of the district's vast needs. Further, Dr. Kukenberger discourages further postponing necessary maintenance,

investment, in-house programs, technology, and other projects, encouraging the School Committee to consider this budget as a necessary correction year.

- FY21 Budget Development Timeline (5 minutes)
  - SC Capital/Financial Planning Subcommittee Meeting
    - Tuesday January 21, 2020 @7:00pm
    - Tuesday February 4, 2020 @7:00pm
  - Joint FY21 Budget Meeting
    - January 29 2020 @7:00pm
    - Additional meetings TBD
  - Public Hearings @ 6:30pm in Buker Multipurpose Room
    - #1 Wednesday January 22, 2020
    - #2 Wednesday, February 12, 2020
  - Town Meeting/Vote
    - April 4, 2020
- Pluses and Deltas

- Mr. Polito appreciates hearing from Mr. Taupier and Mr. Genualdo, as their presentations were eye-opening.
- Ms. Metternick says that she thought this was a refreshing process, and appreciated being able to get answers and hear directly from the Leadership Team. She commends the collaborative work done.
- Mr. Wolczik thanks everyone for the extra hours of work this took.
- Ms. Metternick would like to see a slide with actuals over the past years. Brief discussion regarding where this information can be located, and how it is disseminated.

5) Adjournment (7:55pm)
I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 7:06 PM.

MOTION by Stacey Metternick; SECONDED by Gene Lee
Unanimously approved by 4 members present.

Respectfully submitted March 18, 2020 by Mahala Lettvin, Recording Secretary.

The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Thursday, January 16, 2020 7:00 PM

Present:
Michelle Bailey, Vice Chairperson
Tai Pryjma, Interim Term 12/19-04/20
Gene Lee
Michelle Horgan
David Polito, Chairperson (late arrival)
Stacey Metternick, Secretary
Peter Wolczik

Also Present:
Dorothy Presser, MASC Representative
Mahala Lettvin, Recording Secretary
Thomas Kaine, Student Government Representative

1) Call to Order 7:00 PM

Michelle Bailey, Vice Chairperson, calls the meeting to order at 7:05 pm.

2) Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3) Citizens' Comments

None.

4) Discuss the Superintendent Search with MASC Consultant

A. Hear report from focus groups and survey responses Exhibit

Ms. Presser, MASC, reviews the results from the *Hamilton Wenham Superintendent Search: Focus Group and Survey Summary*, as detailed in the Exhibit.

Mr. Wolczik asks Ms. Presser if it seemed as though the community felt excluded from the district's decision making processes. Ms. Presser explains that the question asked of the community focused on their vision for the future; not necessarily about past experiences.

Ms. Metternick seeks confirmation that tonight's meeting is being broadcast live, with HWCAM confirming this.

Mr. Polito seeks further explanation on the focus group attendees. Discussion regarding the number of attendees, diversity, accessibility, etc.

Mr. Polito seeks further explanation regarding online survey respondents, asking how the survey was made available. Ms. Presser explains that the survey was open to everybody. There were a total of 126 respondents, and further demographic data on these respondents is available.

Discussion regarding online survey questions, with Ms. Presser explaining that some questions were multiple choice while others were open ended. Discussion regarding how open ended

comments translated into the report, with Ms. Presser explaining that she reviewed answers, identified common themes, and included the more prevalent themes in the report.

Mr. Polito notes that he is surprised that the term "out of the box curricula" emerged as a common theme, as the term is very specific. Ms. Presser explains that this theme was regarding one school in particular. Discussion regarding survey responses regarding superintendent's responsibility in educational curriculum, as well as increasing diversity.

B. Community input hearing on the leadership profile

No input; no community members are present.

C. Discuss and approve the qualifications and selection criteria

Ms. Bailey clarifies that the School Committee is tasked with identifying and approving 5-6 of the proposed selection criteria (as detailed on page 6 of the School Committee packet). Mr. Lee asks for further explanation regarding the purpose of approving selection criteria, with Ms. Presser explaining that though they are not legally binding, the proposed selection criteria would be used in communications/advertisements regarding the position, as well as guidance for Screening Committee members when considering candidates.

Discussion regarding whether specific criteria are common knowledge or not. Ms. Presser clarifies that the selection criteria serve as a foundation to assess candidates' baseline skillset, adding that interviews and further discussion would reveal candidates' unique skills and approaches to leadership. Discussion regarding skills, qualifications, experiences, and approaches to leadership required for the position, possible redundancy with respect to Special Education, usefulness of public policy qualification, etc.

Discussion surrounding whether the qualifications and selection criteria succeed in communicating the needs of the district and what the School Committee hopes to find in a Superintendent. Committee members engage in lengthy and productive conversations to identify the selection criteria most accurately representing the district's leadership needs.

Lengthy discussion regarding "identify good teaching" as a selection criterion. Many feel this language is highly objective, while others believe the open-endedness will be beneficial in getting to know how candidates approach education and their leadership style. School Committee members agree to change the language to more accurately reflect the desired qualification/skill: *fosters a culture that supports educators to perform at their highest level.*

School Committee members reach consensus: the following selection criteria will be used:

1. Communication skills that reflect a dynamic and accessible leader with a leadership style that is visible and inclusive;
2. Knowledge and experience in budgeting and capital planning with fiscal development, implementation, and oversight, and communication of budget issues to the public;
3. Demonstrated success in improving and maintaining high academic performance;
4. Fosters a culture that supports educators to perform at their highest level;
5. Demonstrated knowledge of Special Education programming and its administrative elements;
6. Capacity for innovative thinking and openness to new approaches to teaching and learning.

Ms. Presser will revise selection criteria based on tonight's discussion, consulting with Ms. Bailey before finalizing.

D. Review materials in advertising, including community profile

School Committee members review the hard-copy advertisement provided by Ms. Presser. As the School Committee previously agreed to not print hard copy brochures for this purpose, the advertisement has been designed for optimization on digital platforms.

Discussion regarding advertised salary, budgeted amount for salary, pros/cons of specifying a salary versus "salary to be negotiated," "salary commensurate with experience," or another variation of this language. Ms. Presser states about 90% of districts decide to include a specific salary range. School Committee members reach consensus: the advertisement will specify the salary range of $180,000 - $195,000.

Discussion regarding typos, formatting of document, accurate titles of district personnel, and other edits. Ms. Presser will make these changes, add pictures, and then collaborate with Ms. Bailey in finalizing the document before online publication (by next Wednesday, 01/22/2020).

E. Approve charge for the Screening Committee Exhibit

Discussion regarding draft of Screening Committee's charge, as shown in the Exhibit. School Committee members reach consensus: the Screening Committee chair is to be selected by the members of the Screening Committee.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CHARGE FOR THE SUPERINTENDENT SCREENING COMMITTEE, AS DETAILED IN THE ATTACHED EXHIBIT.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
Unanimously approved by 7 members present.

F. Discussion of the selection of the Screening Committee members Exhibit

Ms. Bailey notes that there are a number of interesting aspects about the Screening Committee candidates. Specifically, the Teachers Union president has communicated his strong desire to serve on the Screening Committee. He has further requested that he not fill one of the spots designated for high school teachers. In addition, the Teachers Union communicated their belief that staff is under-represented in the Screening Committee category. Discussion regarding Union President's request, potential implications, designation and complexities inherent in grouping, etc.

Ms. Bailey details the application process, including the number of applicants from each of the categories previously defined by the School Committee (i.e parents, teachers, principal, central office staff, community members, etc). Discussion regarding purpose of defined categories in the interest of ensuring a broad range of voices, applicants falling in more than one category, equity and balance in determining/defining each category, number of members in categories, applicant demographics, ideal number of members to comprise the Screening Committee (Ms. Presser recommends no more than 14), selecting teachers spanning all grade levels/schools, Union President's request, member selection process, etc.

Ms. Bailey will communicate with Union President, John Koch regarding the applicant who is

both a teacher and a community member. Discussion regarding intention in creating the categories to comprise the Screening Committee

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ALLOW 1 (ONE) PARENT TO SERVE IN PLACE OF 1 (ONE) COMMUNITY MEMBER ON THE SCREENING COMMITTEE, THIS WILL THEN REFLECT THE FOLLOWING COMPOSITION: 4 PARENTS, 3 TEACHERS, 1 PRINCIPAL, 1 CENTRAL OFFICE STAFF, AND 3 TEACHERS [SIC] COMMUNITY MEMBERS.

MOTION by Michelle Bailey; SECONDED by Stacey Metternick
Approved by 6 members; Opposed by 1 member, David Polito.
MOTION PASSES

Ms. Bailey will email School Committee members later today with the applicant names and submissions.

Discussion regarding random versus strategic method to selecting staff and community members to serve on the Screening Committee. School Committee members agree to discuss this further, voting on the method to select Screening Committee members next week.

Michelle Bailey exits the meeting at 8:52pm.

5) Vote to Adjourn
I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 8:56 PM.

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

Respectfully submitted March 18, 2020 by Mahala Lettvin, Recording Secretary.

An invitation to apply

SUPERINTENDENT OF SCHOOLS

Hamilton-Wenham Regional School District

South Hamilton, MA

THE SCHOOL DISTRICT

Student enrollment 2019-2020: 1,887 (preK-12)

Budget: FY20: $35,000,000

School buildings

Hamilton-Wenham Regional High School (9-12)
Miles River Middle School (6-8)
Buker Elementary School (K-5)
Cutler Elementary School (K-5)
Winthrop Elementary School (preK-5)

Administration and staff

Superintendent
Assistant Supt. of Finance and Administration
Director of Curriculum, Assessment and Instruction
Director of Student Services
Director of Maintenance, Facilities, and Operations
Director of Technology
Food Services Director
Human Resources Administrator
Athletic Director
School Principals (5)
Assistant Principals (2)
Teachers (161)
Secondary Curriculum Leaders (7)
Elementary Curriculum Coordinators (2)
School Psychologists (3)
Guidance and Adjustment Counselors (10)
Nurses (5.5)
Technology Staff and Assistants (6)
Paraprofessionals (57)
School Secretaries/Admin Asst./Clerks (19)
Custodians/Maintenance (16)
School Lunch Employees (11)

SALARY AND CONTRACT

- $180-$195K; Length of contract: to be negotiated.

The Hamilton-Wenham Regional School District is an equal opportunity employer.

Vision Statement

Through the development of an integrated, data-responsive system of curriculum, instruction, assessment and professional development, the Hamilton-Wenham Regional School District will be a world-class learning organization that graduates students who are well-prepared to meet the post-secondary challenges of the 21st Century economy and are engaged members of our global society.

VISIT OUR WEBSITE AT: **www.hwschools.net**

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE

David Polito, Wenham, Chair
Michelle Bailey, Wenham, Vice Chair
Stacey Metternick, Wenham, Secretary
Michelle Horgan, Hamilton, Asst. Secretary
Gene Lee, Hamilton
Peter Wolczik, Wenham
Tai Pryjma, Hamilton

QUALIFICATIONS

- Licensed or eligible for licensure as a superintendent of schools in Massachusetts.
- Master's degree required; advanced degree preferred.
- Minimum of 10 years in education, including teaching, central office and/or administrative experience.

THE POSITION

The successful candidate will have:

- Demonstrated success in improving and maintaining high academic performance;
- A leadership and communication style that is dynamic, visible, accessible and inclusive;
- Knowledge and experience in school budgeting and capital planning, including fiscal development, implementation, oversight and communication of budget issues to the public;
- Capacity for innovative thinking and openness to new approaches to teaching and learning;
- Ability to foster a culture that supports educators to perform at the highest level;
- Demonstrated knowledge of Special Education programming and its administrative elements.

TIMELINE 2020

February 21	Deadline for submitting applications
February 25	Semi-finalists selected
March 2-5	Semi-finalist interviews
March 9	Finalists announced
March 12-19	School Committee site visits
March 12-19	Finalist site visits/interviews
March 19	Vote to appoint Superintendent
July 1, 2020	Start date

APPLICATION PROCESS

For application forms and information, write:

Dorothy Presser, Hamilton-Wenham Search
Mass. Association of School Committees
One McKinley Square; Boston MA 02109

Telephone: (617) 523-8454
Fax: (617) 742-4125
E-mail: amartin@masc.org





- Complete application information must be received at this location on or before **February 21, 2020.**
- The appointment will be made **on March 19, 2020** with anticipated starting date of **July 1, 2020**.
- For further information contact Dorothy Presser at MASC (see above). **Please do not contact school committee members or members of the school administration.**

HAMILTON AND WENHAM COMMUNITIES PROFILE

HAMILTON

Incorporated in 1793 and named for Alexander Hamilton, the nation's first Treasury Secretary, Hamilton is a rural-suburban town in the eastern central portion of Essex County in northeastern Massachusetts. At the 2010 census, it had a population of 7,764. Currently the town has no manufacturing industry and no industrially-zoned land.

Its location on the North Shore of the state provides easy access to the Atlantic seashore with its reservations, beaches and boating. The town includes many historic houses, pastoral landscapes, and old stone walls that accompany winding tree-lined roads. It also has a rich equestrian heritage, which remains strong due to the influence of the many horse farms and of Myopia Hunt Club, the oldest Polo Club in the United States, which holds frequent equestrian events, including polo most Sunday afternoons. Patton Park, one of the parks in downtown Hamilton, was named after General George S. Patton who dedicated family property in the town as a memorial to the Vietnam soldiers who lost their lives under his command. The homestead is also the inspiration for the school district's mascot, the Generals. Hamilton is home to the interdenominational Gordon-Conwell Theological Seminary and the Pingree School, a private secondary school situated on the town's historic Pingree estate.

Hamilton is closely tied to neighboring Wenham, sharing a school system, library, recreation department, commuter rail station and newspaper. In 2010, the community of Hamilton-Wenham was listed among the "Best Places to Live" by Boston Magazine.

WENHAM

First settled in the 1630s by colonists from Suffolk County, England, Wenham (meaning "home on the moor") was originally part of Salem. The rural, farming community became a town in its own right in 1643.

The Industrial Revolution, which changed the face of many Massachusetts towns in the 19th century, passed Wenham by. It remained a small community, with one notable exception. Wenham's ice industry brought the name of Wenham to the notice of people as far away as London, where hotels in the 1850s advertised: "We serve Wenham Lake Ice." Artificial refrigeration and a fire that destroyed the ice house in the late1800's brought an end to this unique industry. The town remains small and rural with a population of 4,875 (2010 census). The town is also home to Gordon College, a private four-year Christian college and The Academy at Penguin Hall (an independent, all-girls college preparatory school).

The mission of the Hamilton-Wenham Regional School District is to educate children to become young adults who are of good character and demonstrate mastery of the knowledge and skills needed to be successful members of our global economy and engaged citizens of the 21st century.

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 22, 2020
6:30 PM - 10:00 PM

Present:
Tai Pryjma
Michelle Horgan
David Polito, Chairperson
Stacey Metternick, Secretary
Peter Wolczik
Michelle Bailey, Vice Chairperson (remote participation via phone)
Gene Lee (arrival at 6:55pm)

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

1. Call to Order 6:30 PM
David Polito, Chairperson, calls the meeting to order at 6:37 pm.

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

3. Citizens' Comments
None.

4. Public Hearing on FY21 Budget Exhibit
A phone call is made to School Committee member Michelle Bailey, in order for her remote participation. Ms. Bailey joins the meeting at 6:40PM via telephone.

Dr. Kukenberger and Mr. Leone review the FY21 Tentative Budget (Exhibit), approved by the School Committee on 01/08/2020. Moving through slides in the presentation, *FY21 Budget: Leadership Team Proposal* (School Committee packet, pages 1-13), Dr. Kukenberger and Mr. Leone explain the budget process, prior FY budgets, budget increases, debt service, capital projects, comparative data for FY budgets/realities, next steps in Budget process, etc. The information presented this evening was detailed in many prior School Committee meetings.

Mr. Polito opens the floor to citizen comments. There are no citizen comments.

5. Public Hearing on School Choice **7:00PM**
Mr. Polito opens the Public Hearing on School Choice at 7:00PM.

Dr. Kukenberger explains that the School Committee reviews School Choice options for students on an annual basis. District administration is currently recommending not pursuing School Choice for grade 6-8 for the 2020/2021 school year.

After some members state their confusion, Dr. Kukenberger clarifies: School Choice is still available, but the district would not be actively seeking grade 6-8 students. Discussion regarding policies, class sizes, history of action taken regarding School Choice, etc.

Mr. Polito opens the floor to citizen comments.

Craig Genualdo, Amesbury, MA: Mr. Genualdo's 9th grade son choiced in to the HWRSD this year. Mr. Genualdo believes that the district's dedicated staff and overall excellent learning environment provides an enormous benefit to his son. He would like his other son, currently a 5th grade student, to be able to choice-in to HWRSD as well. Mr. Genualdo appreciates the opportunity to have his children in the district.

Mr. Genualdo encourages the School Committee to look into laws surrounding students finishing their education in the school they have choiced into. He believes the law allows high school, school choice students to finish at their school, but Mr. Genualdo wonders if there are any laws determining outcomes for 6th/ 7th grade School Choice students should the program end.

Discussion on School Choice program, process, target class sizes, prior year enrollment data, deferment, special circumstances, etc.

Amy Greaves, Gloucester: Ms. Greaves' 6th grade son and 8th grade daughter are School Choice students in HWRSD, and both are thriving in their schools. Ms. Greaves appreciates the opportunity to have her children in the district.

6. Student Representative's Report

Thomas Kaine, Student Government President and Student Government Representative reports:

- This week has been *Mid-Term exam week* - Mr. Kaine speaks briefly about the benefits and challenges with this testing. Although it is a necessary skill for higher education, it is an antiquated practice.
- 02/06/20 *Winter Concert*
- 02/12/20 *Credit for Life Fair*: This fair is sponsored by the Institution for Savings and offers all Juniors financial education, including budgeting, investments, and general financial life skills.
- Upcoming *Portsmouth Naval Shipyard visit*: The Naval Shipyard is scheduled to visit HWRHS to arrange stations covering an array of interesting and engaging topics for an all-day in-school field trip for Sophomores.
- 02/27 - 02/29 *DECA States*: 94 students qualified for States in the district competition. Mr. Kaine attended States last year, and looks forward to attending this year as well.

Discussion regarding nature of mid-term exams, format, level of memorization versus application of skills

Ms. Horgan notes that the *Credit for Life Fair* is very impactful for students, and is a wonderful example of putting theory into action.

Dr. Kukenberger points out that the Humanities department engaged in creative alternatives to mid-term exams. Mr. Kaine explains that students created a full size mural in the Humanities room complete with QR codes linking to students' reports. Other students developed a board game for their mid-term exam.

7. New Business

A. Vote on School Choice for FY21 Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE SCHOOL CHOICE FOR GRADES 6-12, AND NOT ACTIVELY SEEKING GRADE 6-8 CANDIDATES.

MOTION by Stacey Metterncik; SECONDED by Michelle Horgan.

I MOVE TO AMEND THE MOTION ON THE FLOOR TO REMOVE THE LANGUAGE "AND NOT ACTIVELY SEEKING GRADE 6-8 CANDIDATES".

MOTION by Michelle Horgan; SECONDED by Gene Lee.

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Peter Wolczik	YES
Stacey Metternick	YES
Michelle Bailey	YES
David Polito	YES

MOTION TO AMEND PASSES unanimously through roll call vote.

Original Motion:

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Peter Wolczik	YES
Stacey Metternick	YES
Michelle Bailey	YES
David Polito	YES

MOTION PASSES unanimously through roll call vote.

B. Interim Superintendent Formative Evaluation Exhibit

Dr. Kukenberger provides School Committee members with a packet including a copy of her presentation this evening, Superintendent goals approved in September, as well as other evidence in support of her presentation.

Dr. Kukenberger's objective this evening is to provide the School Committee with a progress update, provide evidence of effectiveness in 2019-2020 Superintendent goals, and communicate some emerging themes she has noticed.

- Review Entry Plan Phases: (1) Transition; (2) Entry; (3) Data Analysis; (4) Planning
- Review General Focus Areas: (1) Student achievement; (2) Engage community; (3) Governance Team Committee of Education - helping the School Committee work with the Leadership Team and develop trusting relationships; (4) Examine the budget development process; (5) Identify educational priorities and next steps

- Superintendent Entry and Search Survey
    - Initial plan changed, MASC stepped in to collect data
- General Patterns and Emerging Themes:
- HWRSD Strengths
    - Each town has unique identity with strong histories. Sometimes they are viewed as separate communities, and sometimes they are viewed as collective community;
    - HWRSD is viewed as an asset: staff are highly respected;
    - Teaching and support staff are highly respected;
    - Strong enacted curriculum- working on supporting the whole child through Social/Emotional, behavioral and mental health. The district has made significant progress in implementing this
    - Committed to continuous improvement - Although HWRSD is a high performing district, educators remain committed to enhancing and expanding authentic learning opportunities for all students.
- Opportunities
    - Focus on multi-tiered approach -many aspects are already in motion, but a strong systems in place for analysis and enacting improvements is necessary;
    - Addressing deficits in student programming: build student support models, behavioral intervention, etc.;
    - Enhance and document curriculum - ensure accessibility, work towards inclusive practices, ensure professional development opportunities and other support is offered for teachers to implement this effectively
    - Expand and align student non-academic supports (mental, social/emotional, behavioral health supports is shown in proposed budget, leadership team is right to think about mental health and support of the entire family unit
    - Build collaborative relationships with stakeholders to maximize shared problem solving in order to achieve financial stability and community support.
- Review Cycles of Continuous Improvement
    - Currently in the mid-cycle review -reviewing progress
- Review Superintendent Goals
    - Dr. Kukenberger explains her methods to organize evidence of effectiveness: she created a spreadsheet outlining the 4 goals as well as the 8 indicators in rubric evaluation. Dr. Kukeneberger moves through her 4 goals, explaining the evidence of effectiveness she used to demonstrate her progress in each:
        - Goal 1: Effective Entry and Direction Setting;
        - Goal 2: Maintain Momentum during Transition
        - Goal 3: Participate in the new superintendent induction program
        - Goal 4: Analyze and Assess the Effectiveness of the District's Multi-Tiered Support System

Dr. Kukenberger concludes that School Committee members have access to this information online, and she is also happy to add more detail upon request.

Ms. Metternick and Mr. Polito commend Dr. Kukenberger for her excellent work this school year, despite a number of obstacles faced upon her entry.

Ms. Horgan asks Dr. Kukenberger if she believes she has a good sense of what is going on in the classroom. Dr. Kukenberger answers yes, but not as much as she had hoped. Dr. Kukenberger believes that she could absolutely be more visible, as the risk of detaching from the classroom is

often experienced at the leadership level. She hopes that the district stabilizes and the next superintendent is able to focus more on the classroom level.

Mr. Wolczik notes that several staff members have spoken to him about her level of engagement, how much she is appreciated, and their desire to have Dr. Kukenberger remain on as the District's Permanent Superintendent.

Mr. Lee asks Dr. Kukenberger about challenges she anticipates for the rest of the year, and what the School Committee can do to support her and ensure her success. Dr. Kukenberger responds that the School Committee can continue to hold efficient meetings, as well as continue to engage with the Leadership Team in a positive and productive manner.

School Committee members explore whether a motion is needed in order to allow Dr. Kukenberger to apply for the Permanent Superintendent position. Ms. Bailey points out that the Screening Committee charge includes language that they will interview candidates, including the current interim superintendent.

Mr. Polito suggests an amendment to the agenda: move the Superintendent's Search (originally Item D) to the next item of business (Item C).

C. Superintendent's Search (originally Item D)

Ms. Bailey states that applicants Kristin Crockett and Catherine Harrison were not able to attend tonight's meeting.

Discussion regarding the decision making process to choose from the list of applicants to the Screening Committee. School Committee members discuss pros and cons of both a strategic choice involving debate, and a random choice: bias, negating qualifications, determining best interest of the district, representation of the categories chosen,

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO CHOOSE THE CANDIDATES FOR THE SCREENING COMMITTEE BY DEBATE.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: Mr. Polito states that his thought process is to try and pull the School Committee out of the initial process as much as possible. Further, Mr. Polito notes that he knows many of the applicants, and does not believe he could give those he does not know a fair shot. He believes any of the applicants in the pool would be qualified to serve, and argues that the committee adopt a random method to selecting Screening Committee members. Ms. Metternick, along with the majority of other members, note that making the decision through debate is necessary given that applicants provided letters of interest and resumes complete with their individual qualifications.

Gene Lee	YES
Michelle Horgan	YES
Tai Pryjma	YES
Stacey Metternick	YES
Peter Wolczik	NO
Michelle Bailey	YES
David Polito	NO

MOTION PASSES by majority roll call vote.

- Review Screening Committee letters of interest and select candidates Exhibit
- Discuss process of selecting community members for the Screening Committee Exhibit

The community member candidates for the superintendent Screening Committee include:

- ❑ Gary Cheeseman - Community (Resident)
- ❑ Catherine Harrison - Community (Resident)
- ❑ Tyson Goodridge - High School Parent Middle School
- ❑ Julian Meyer-Brown - Middle School
- ❑ Kristin Crockett - Middle School Elementary
- ❑ Julie Holbrook - Middle School Elementary
- ❑ Ann Krantz - Middle School Elementary
- ❑ Nicole Ireland - Middle School Elementary
- ❑ Patti McCullough - Middle School Elementary
- ❑ Bill Olson * received late - Middle School Elementary Community
- ❑ Leah Guenther-Sutermeister - Elementary
- ❑ Deirdre Pierotti - Elementary
- ❑ Ani Sarkisian - Elementary
- ❑ Jeremy Standring - Elementary

Ms Bailey argues that Bill Olson be the third member in the community member category to serve on the Superintendent Screening Committee.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE PUT FORWARD GARY CHEESEMAN, CATHERINE HARRISON, AND BILL OLSON AS COMMUNITY REPRESENTATIVES ON THE SCREENING COMMITTEE.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
Discussion: Mr. Polito reiterates that he is uncomfortable with the idea of individuals filling multiple spots. He understands Ms.Bailey's argument, but believes the community member representatives are without a vested interest (by way of having a child who is a student in the district). Discuss community member category intention and purpose. Mr. Lee opines that we all fill multiple identities and categories, and making distinctions such as these is not necessarily easy, nor is it always effective. Discussion surrounding the many complexities ensuring a balanced representation of the categories chosen.

Bill Olson: He states that he has been an elected official in the past, and he is a current parent and community member. He would like to serve on the committee, and is happy to fall into whichever category decided. Discussion regarding procedure, with Mr. Olson noting that the letter sent out by the School Committee was not clear that one could be excluded.

Gene Lee	YES
Michelle Horgan	YES
Tai Pryjma	YES
Stacey Metternick	YES
Peter Wolczik	YES
Michelle Bailey	YES
David Polito	NO

MOTION PASSES by majority roll call vote.

Discussion regarding the process of selecting parent representatives for the Screening Committee. Ms. Bailey notes that at the last School Committee meeting, they voted to select 4 parent representatives. Discussion regarding how to balance representation in the parent category, and how to choose members, including balance throughout grade levels, qualifications, etc.

I MOVE THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MOVE FORWARD TYSON GOODRIDGE AS A HIGH SCHOOL PARENT REPRESENTATIVE FOR THE SUPERINTENDENT SCREENING COMMITTEE.

Gene Lee	YES
Michelle Horgan	YES
Tai Pryjma	YES
Stacey Metternick	YES
Peter Wolczik	NO
Michelle Bailey	YES
David Polito	YES

MOTION PASSES through majority roll call vote.

Discussion regarding selecting 3 more parent representatives.

I MOVE THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MOVE FORWARD JULIAN MEYER-BROWN AS MIDDLE SCHOOL PARENT REPRESENTATIVE FOR THE SUPERINTENDENT SCREENING COMMITTEE.

MOTION by Michelle Bailey; SECONDED by Stacey Metternick.

I MOVE TO AMEND THE MOTION ON THE FLOOR TO RANK ORDER THE MIDDLE SCHOOL POPULATION REPRESENTATIVE.

MOTION by Gene Lee; SECONDED by Michelle Horgan.
Discussion: Rank order seems to be a process that works well for the School Committee. Discuss process going forward, clarification of the motion and amendment on the floor currently.

MICHELLE BAILEY WITHDRAWS HER ORIGINAL MOTION TO MOVE FORWARD JULIAN MEYER-BROWN.

I MOVE TO AMEND THE MOTION ON THE FLOOR TO VOTE THE TOP TWO MIDDLE SCHOOL CANDIDATES FROM EACH SCHOOL COMMITTEE MEMBER.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Michelle Horgan	YES
Tai Pryjma	YES
Stacey Metternick	YES
Peter Wolczik	NO
Michelle Bailey	YES
David Polito	YES
Gene Lee	ABSTAIN

MOTION PASSES by majority roll call vote.

School Committee members identify their choices for the middle school parent representatives:

Michelle Horgan	Julian Meyer-Brown & Kristin Crockett
Tai Pryjma	Julie Holbrook & Patti McCullough
Peter Wolczik	Kristin Crockett & Patti McCullough
Stacey Metternick	Julian Meyer-Brown & Kristin Crockett
Michelle Bailey	Julian Meyer-Brown & Kristin Crockett
Gene Lee	Julian Meyer-Brown & Ann Krantz
David Polito	Julie Holbrook & Kristin Crockett

RESULTS: **Kristin Crockett: 5**; **Julian Meyer-Brown: 4**; Julie Holbrook: 2; Patti McCullough: 2; Ann Krantz: 1.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MOVE FORWARD KRISTIN CROCKETT AND JULIAN MEYER-BROWN AS THE MIDDLE SCHOOL PARENT REPRESENTATIVES TO SERVE ON THE SUPERINTENDENT SCREENING COMMITTEE.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Stacey Metternick	YES
Michelle Bailey	YES
Peter Wolczik	YES
David Polito	YES

MOTION PASSES unanimously through roll call vote.

School Committee members identify choices for elementary school parent representative:

Gene Lee	Patti McCullough & Deirdre Pierotti
Michelle Horgan	Nicole Ireland & Deirdre Pierotti
Tai Pryjma	Nicole Ireland & Deirdre Pierotti
Peter Wolczik	Deirdre Pierotti & Leah Guenther-Sutermeister
Michelle Bailey	Deirdre Pierotti & Julie Holbrook
Stacey Metternick	Deirdre Pierotti & Nicole Ireland
David Polito	Julie Holbrook & Nicole Ireland

RESULTS: **Deirdre Pierotti, 6**; Nicole Ireland, 4; Julie Holbrook, 2; Patti McCullough, 1

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MOVE FORWARD DEIRDRE PIEROTTI AS THE ELEMENTARY SCHOOL PARENT REPRESENTATIVE TO SERVE ON THE SUPERINTENDENT SCREENING COMMITTEE.

MOTION by Stacey Metternick; SECONDED by Tai Pryjma.

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Peter Wolczik	YES
Stacey Metternick	YES
Michelle Bailey	YES
David Polito	YES

MOTION PASSES unanimously through roll call vote.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MOVE FORWARD NICOLE IRELAND AS THE ALTERNATE ELEMENTARY SCHOOL PARENT REPRESENTATIVE TO SERVE ON THE SUPERINTENDENT SCREENING COMMITTEE.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Peter Wolczik	YES
Stacey Metternick	YES
Michelle Bailey	YES
David Polito	YES

MOTION PASSES unanimously through roll call vote.

Ms. Bailey will write letters to follow up with all applicants.

- Discuss process of selecting teachers/staff for the Screening Committee Exhibit

The teachers/staff applicants for the Screening Committee include:

- ❑ Mary Adamik - Elementary
- ❑ Kathy O'Shea - Elementary
- ❑ Catherine Frost - Middle School
- ❑ Maija Scarpaci - High School
- ❑ Bill Melville - High School
- ❑ Kristen Borges - High School
- ❑ Ben Schersten - Buker Elementary
- ❑ Peggy McElhinney - Central Office

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MOVE FORWARD CATHERINE FROST AS THE MIDDLE SCHOOL TEACHER/STAFF REPRESENTATIVE TO SERVE ON THE SUPERINTENDENT SCREENING COMMITTEE.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Stacey Metternick	YES
Peter Wolczik	YES
Michelle Bailey	YES
David Polito	YES

MOTION PASSES unanimously through roll call vote.

School Committee members identify top choice for the elementary school teacher/staff:

Gene Lee	Mary Adamik
Michelle Horgan	Mary Adamik
Tai Pryjma	Mary Adamik

Peter Wolczik	Kathy O'Shea
Stacey Metternick	Mary Adamik
Michelle Bailey	Mary Adamik
David Polito	Kathy O'Shea

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MOVE FORWARD MARY ADAMIK AS THE ELEMENTARY SCHOOL TEACHER/STAFF REPRESENTATIVE TO SERVE ON THE SUPERINTENDENT SCREENING COMMITTEE.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Peter Wolczik	YES
Stacey Metternick	YES
Michelle Bailey	YES
David Polito	YES

MOTION PASSES unanimously through roll call vote.

School Committee members identify top choice for the high school teacher/staff:

Gene Lee	Kristen Borges
Michelle Horgan	Kristen Borges
Tai Pryjma	Kristen Borges
Peter Wolczik	Kristen Borges
Stacey Metternick	Bill Melville
Michelle Bailey	Bill Melville
David Polito	Kristen Borges

RESULTS: **Kristen Borges, 5**; Bill Melville, 2.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MOVE FORWARD KRISTEN BORGES AS THE HIGH SCHOOL TEACHER/STAFF REPRESENTATIVE TO SERVE ON THE SUPERINTENDENT SCREENING COMMITTEE.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Peter Wolczik	YES
Stacey Metternick	YES
Michelle Bailey	YES
David Polito	YES

MOTION PASSES unanimously through roll call vote.

D. Approve HWRSD Strategic Blueprint 2020-2025 Exhibit

Eric Tracy, High School Principal, Jennifer Clifford, Cutler School Principal, and Carolyn Shediac, Winthrop School Principal present the HWRSD Strategic Blueprint 2020-2025, as detailed in the Exhibit.

Blueprint includes the four strategic objectives along with initiatives, theory of action, and the portrait of a graduate

Dr. Kukenberger notes that the recommendation is that the School Committee approve the HWRSD Strategic Blueprint 2020-2025.

Discussion regarding importance of the Strategic Blueprint, ongoing efforts in prioritizing the blueprint, development of core values and benefits of unity, ongoing revisions and iterations necessary in the Blueprint, etc.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE HWRSD STRATEGIC BLUEPRINT 2020-2025 AS SHOWN IN THE EXHIBIT.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Peter Wolczik	YES
Stacey Metternick	YES
Michelle Bailey	YES
David Polito	YES

MOTION PASSES unanimously through roll call vote.

E. FY20 Budget Forecast Update Exhibit

Mr. Leone provides an updated FY20 Budget Forecast, as detailed in the Exhibit. Mr. Leone reviews past forecasts, actions taken to reduce costs, curtailment efforts, main drivers between October and December forecasts, etc. The current budget forecasts a deficit of $446,000 at the end of the year. However, Mr. Leone notes that due to the hours of work from the Leadership Team combing through each line item, they were able to identify a curtailment amount of $200,000, resulting in a curtailment deficit of $233,000. If this holds true through the end of the year, there is enough in the circuit breaker reserve to cover this, and the district could end the year at 0.

Mr. Leone asks the School Committee to review the budget transfers and be prepared to vote on the transfers during the next School Committee meeting.

F. Review Audit Firm Price Quotes and select firm Exhibit

Mr. Leone explains that on 12/06/2019, he sent out a request for quotes from auditing firms. As detailed in the Exhibit, the quotes are from the firms Melansonheath, Clifford Larson Allen LLC, and Powers & Sullivan LLC. Discussion regarding past auditing firms used, needs of the district, pros and cons with each, etc. Mr. Leone recommends that the School Committee approve Powers & Sullivan for the auditing firm to continue to serve the needs of the district.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE VINCENT LEONE'S RECOMMENDATION FOR POWERS & SULLIVAN TO BE SELECTED FOR OUR AUDITING FIRM, TO CONTINUE FOR A THREE YEAR CONTRACT.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Stacey Metternick	YES
Peter Wolczik	YES
Michelle Bailey	YES
David Polito	YES

MOTION PASSES unanimously through roll call vote.

G. Vote on 2020-2021 School Committee Meeting Schedule Exhibit

Misunderstanding on when the 2020-2021 School Committee Meeting Schedule would be drafted and approved. Last year, the School Committee meeting schedule was voted on during this time of year in order to approve the remaining meetings of that school year. The schedule for next year will be approved at a later date, when the new School Committee members have been voted in.

This item is tabled until a date TBD.

H. Donations

Thurston Foods *$150* Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THURSTON FOODS IN THE AMOUNT OF $150.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Stacey Metternick	YES
Peter Wolczik	YES
Michelle Bailey	YES
David Polito	YES

MOTION PASSES unanimously through roll call vote.

Friends of Winthrop *$860* Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF WINTHROP IN THE AMOUNT OF $860.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Stacey Metternick	YES
Peter Wolczik	YES
Michelle Bailey	YES
David Polito	YES

MOTION PASSES unanimously through roll call vote.

Thank you to Thurston Foods and the Friends of Winthrop for these generous donations!

8. Superintendent's Report

A. Greener, Cleaner HWRSD

Dr. Kukenberger reviews the efforts of Hamilton-Wenham students, district administration, and a partnership with the towns to reach the goal of becoming a zero-waste community. Students have stepped up to take the lead in this project.

B. Proactive Action During Flu Season Exhibit

Dr. Kukenberger notes that proactive, preventative measures are in place to protect the safety and health of students and families. A letter was sent out last week to inform families of the warning signs, and encourage hand washing.

9. Chair's Report

None.

10. Committee Reports (continued)

A. Capital/Financial Planning Subcommittee

- Mr. Lee reports the Capital/Financial Planning Subcommitteemet met last night, 01/21/2020. Topics discussed include:
  - FY21 Budget; guidance to district administration and possible reductions
  - 01/29/20 Joint Committee meetings with Hamilton and Wenham BOS and FINCOMs - Proposed agenda for meeting, provide guidance to Dr. Kukenberger;
  - Continued discussion on collaboration with the TURF Committee to submit MOU
- Next Meeting date: 02/04/2020 meeting specifically for FY21 Budget discussion; 02/11/2020 meeting scheduled to move the TURF Field MOU forward. At the 02/12/2020 School Committee Meeting, The Subcommittee will make a recommendation to the School Committee regarding the FY21 Budget at the 02/12/2020 School Committee meeting.

B. Policy Subcommittee

- *School Committee Operating Protocol*
  - Ms. Bailey reports that Dr. Kukenberger has been collecting data and the Policy Subcommittee will review this in more detail at their next meeting.
- *Second Reading of School Committee Policy C* Exhibit
  - Ms. Bailey heard there was a question specifically about transportation issues that may come up. Ms. Bailey reports that this policy is only related to when the staff can transport students in cars, and that the District's Athletic Department implements strict procedures surrounding other aspects.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE SECOND READING OF THE SCHOOL COMMITTEE POLICY SECTION C IN FORM, AS SHOWN IN THE EXHIBIT.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Stacey Metternick	YES
Peter Wolczik	YES
Michelle Bailey	YES
David Polito	YES

Unanimously approved by roll call vote.

- *Second Reading of School Committee Policy E* Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE SECOND READING OF THE SCHOOL COMMITTEE POLICY SECTION E IN FORM, AS SHOWN IN THE EXHIBIT.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Stacey Metternick	YES
Peter Wolczik	YES
Michelle Bailey	YES
David Polito	YES

Unanimously approved by roll call vote.

- Next Meeting Date: TBD

C. Negotiations Subcommittee

- Ms. Horgan reports that the next meeting will review upcoming contract renewals, and Ms. Horgan will report her observations during the Gloucester Open Bargaining session.
- Next Meeting Date: 02/04/2020 at 4:30PM.

11. Consent Agenda

A. Warrants Exhibit

- Voucher No. 16
- Voucher No. 1033
- Voucher No. 2858
- Voucher No. 2859
- Voucher No. 2860

B. Vote to approve prior meeting minutes:

- November 6, 2019 Exhibit
- November 20, 2019 Exhibit

Ms. Metternick asks to remove the 11/06/2019 meeting minutes, as they were approved at the 11/20/2020 School Committee meeting.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA AS STATED, EXCEPT FOR THE 11/06/2019 MEETING MINUTES, AS THEY WERE APPROVED AT THE 11/20/20202 SCHOOL COMMITTEE MEETING; THERE CAN BE NO FURTHER CHANGES TO THESE DOCUMENTS.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Tai Pryjma	YES
Michelle Horgan	YES
Gene Lee	YES
Stacey Metternick	YES
Peter Wolczik	YES
Michelle Bailey	YES
David Polito	YES

MOTION PASSES unanimously through roll call vote.

12. Other

A. Topics for Future Meetings

- Eliminate paper packets for School Committee and move to a digital only platform
  - Discussion regarding applications and software to best suit needs, training available, timeline implementation, etc.
- Next Wednesday, 01/29/2020, 7:00PM: Joint Committee Meeting with Hamilton and Wenham BOS and FINCOM committees;
- Discussion regarding potential to combine 02/05/2020 and 02/12/2020 School Committee meetings.

13. Vote to Adjourn

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 10:04 PM.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
Unanimously approved by 6 members present, and 1 member by phone.

Respectfully submitted March 23, 2020 by Mahala Lettvin, Recording Secretary.

The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, March 11, 2020 7:00 P.M.

Present:

David Polito, Chair
Michelle Bailey, Vice Chair
Stacey Metternick, Secretary
Michelle Horgan, Assistant Secretary
Gene Lee
Peter Wolczik
Tai Pryjma

Also Present:

Vincent Leone, Assistant Superintendent to Finance & Administration
Dorothy Presser, MASC (Massachusetts Association of School Committees)
Mary Alice Cookson, Interim Recording Secretary

1) Call to Order 7:00 PM

Chair David Polito calls the meeting to order at 7:05 p.m. He explains the purpose of the meeting is to discuss the finalists for interviews for the new Superintendent for the 2020-21 School Year and to prepare the interview questions.

2) Pledge of Allegiance

All in attendance rise for reciting the Pledge of Allegiance.

3) New Business

a. Announce finalist for the Hamilton-Wenham Regional School District Superintendent

Dorothy Presser reports the Screening Committee had done much hard work and, as a result, chose three candidates: Mary Beth Banios, superintendent for the Windsor Central Supervisory Union in Woodstock (VT), who would like to relocate back to Massachusetts; Philip Conrad, principal of Andover High School; and Dan Richards, principal of Georgetown Middle/High School. She provides information about each candidate and their backgrounds, citing that their resumes in the packets are public documents and everything else included is considered a personnel document and will not be made public. Ms. Presser will provide these resumes to the press. She makes one note of disclosure in that the candidate in Vermont had participated in merging seven school districts into one and there was a financial finding in the audit. Gene Lee asks for a sense of the deliberations. Ms. Presser responds it was done in confidential Executive Session and the Screening Committee basically matched the resumes and interviews to what the School Committee was looking for. It was discussed that only one of the three candidates was a superintendent and none had doctorates. All the Committee members expressed surprise that Interim Superintendent Dr. Julia Kukenberger was not on the list of finalists and many spoke in favor of adding her, citing the quality of her work, especially on the recent budget issue. Committee members discuss what they know about the candidates and another person not chosen was mentioned. Ms. Presser notes the Screening Committee is advisory and says it is not unheard of to alter a recommendation of a Screening Committee. School Committee members discuss that the choice of the three had been unanimous by the Screening Committee. They note a doctorate was said to be preferred but was not a requirement. Ms. Horgan brings up a concern about breaking trust as the Committee had specifically made it a point to involve the community in the selection. The Committee members thank the Screening Committee and express interest in meeting the candidates.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPTS THE FINALISTS PUT FORTH BY THE H-W SCREENING COMMITTEE.

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

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE ACCEPTS DR. JULIE KUKENBERGER AS THE FOURTH FINALIST.

MOTION by Michelle Horgan; SECONDED by Peter Wolczik.
Unanimously approved by 6 members present.

Michelle Bailey said the Committee needed to be clear this was not a "done deal" and would need to ask questions on their site visits. The schedule will need to be revised to accommodate four candidates.

b. Schedule site visits and interviews

This agenda item was taken out of order (was listed as "c" on the agenda). Ms. Presser presents potential dates for site visits by the School Committee at the candidates' respective schools: March 16, 18, and 19. There was concern that the coronavirus outbreak may alter plans and the visits may have to be conducted remotely. Ms. Horgan and Ms. Bailey say they can visit Vermont on March 16; Woodstock is a little more than two hours away. Mr. Polito and Mr. Pryjma agree to visit Georgetown on March 18. Ms. Horgan and perhaps Ms. Bailey will go to Andover on March 19. The site visits are to be conducted during school hours. Assistant Superintendent Vincent Leone is involved in the discussion/decision concerning dates and times for the candidates to have their site visits to Hamilton-Wenham (March 13, 17, and 18). The evenings of March 18 and 19 are said to be available for conducting the interviews, with a meet and greet for the candidates and the public on the 18th. The decision on the final candidate is expected to be made on March 19, although all of this is subject to change due to the present circumstances. Ms. Presser says she will confirm the schedule with the School Committee prior to sending an email to the candidates.

c. Develop Superintendent Interview Questions; *facilitated by Dorothy Presser, MASC*

Exhibit

When asked how many questions the School Committee should develop, Dorothy Presser recommends compiling a list of approximately 12-14 to ask the candidates in hour-long interviews, allowing time for follow-up. Twenty-one draft questions submitted by School Committee as well as another list of questions by the Screening Committee were considered. These appear in two documents in the packets. The School Committee members review all the questions and decide on which they like best, combining some and tailoring others for the purpose of obtaining what they would consider best responses from the candidates. In some cases, as they frame the questions, they spell out the answers they will be trying to illicit. This process lasts longer than planned. In the end, they formulate a list of 12 questions total. They discuss that they want questions specifically pertaining to the needs of Hamilton Wenham. Some topics include professional growth by the candidates, upgrading facilities for modern learning, building a responsible budget, building consensus for capital planning, communication and decision-making styles, developing a culture, maintaining the schools' high standing, and knowledge of Hamilton-Wenham's strategic blueprint. Ms. Presser will compile the questions and write up the final list for use during the interview process.

Some further details are discussed regarding times for the interviews. It is agreed that the next School Committee meeting on March 18 will take place from 5:30 to 6:30 p.m. with interviews following the meeting.

4) Vote to Adjourn
I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 8:51 P.M.

MOTION by Michelle Horgan; SECONDED by Gene Lee.
Unanimously approved by 6 members present.

Respectfully submitted March 18, 2020 by Mary Alice Cookson, Interim Recording Secretary

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

School Committee Meeting
Virtual Zoom Meeting[1]
Wednesday, March 18, 2020
5:30 - 9:00 PM

Present via Zoom:
Michelle Bailey, Vice Chairperson
Tai Pryjma,
Gene Lee
Michelle Horgan
David Polito, Chairperson
Stacey Metternick, Secretary
Peter Wolczik

Also Present:
Thomas Geary, *Director of Maintenance, Facilities, & Operations*
Dorothy Presser, MASC representative
Vincent Leone, Assistant Superintendent

1) Call to Order 5:30 PM
David Polito, Chairperson, calls the meeting to order at 5:43 pm.

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

3) New Business
A. Approval of 2020 Statement of Interest (SOI) Exhibit

Thomas Geary, *Director of Maintenance, Facilities, & Operations*, explains the SOI process, status of application, and an overview of important aspects of the applications for each of the elementary schools, as detailed in the Exhibit. Mr. Geary notes that identifying a priority school building is a necessary component of the SOI, and recommends the School Committee select Cutler elementary for that purpose. At this point in the SOI application process, the School Committee will need to vote to authorize Dr. Kukenberger to submit the SOI. Mr. Geary explains that the specific language necessary in the motion is shown on pages 1, 17, and 35 of the Exhibit. Deadline for submitting the SOI is 04/08/2020.

RESOLVED: HAVING CONVENED IN AN OPEN MEETING ON MARCH 18, 2020, PRIOR TO THE SOI SUBMISSION CLOSING DATE, THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE OF HAMILTON AND WENHAM, MASSACHUSETTS IN ACCORDANCE WITH ITS CHARTER, BY-LAWS, AND ORDINANCES, HAS VOTED TO AUTHORIZE THE SUPERINTENDENT TO SUBMIT TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY THE STATEMENT OF INTEREST FORM DATED MARCH 18, 2020 FOR THE WINTHROP ELEMENTARY SCHOOL LOCATED AT 325 BAY RD. HAMILTON, MA WHICH DESCRIBES AND EXPLAINS THE FOLLOWING DEFICIENCIES AND THE PRIORITY

[1] Join Zoom Meeting: https://zoom.us/j/179253443; Meeting ID: 179 253 443

CATEGORY(S) FOR WHICH AN APPLICATION MAY BE SUBMITTED TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN THE FUTURE: FOR REPLACEMENT OF OR ADDITION TO OBSOLETE BUILDINGS IN ORDER TO PROVIDE FOR A FULL RANGE OF PROGRAMS CONSISTENT WITH STATE AND APPROVED LOCAL REQUIREMENTS; AND HEREBY FURTHER SPECIFICALLY ACKNOWLEDGES THAT BY SUBMITTING THIS STATEMENT OF INTEREST FORM, THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN NO WAY GUARANTEES THE ACCEPTANCE OR THE APPROVAL OF AN APPLICATION, THE AWARDING OF A GRANT OR ANY OTHER FUNDING COMMITMENT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY, OR COMMITS THE CITY/TOWN/REGIONAL SCHOOL DISTRICT TO FILING AN APPLICATION FOR FUNDING WITH THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
Discussion: Ms. Bailey has questions regarding the Buker School application, but none regarding Winthrop school.
ROLL CALL VOTE:

Gene Lee	YES
Michelle Bailey	YES
Peter Wolczik	YES
Michelle Horgan	YES
Stacey Metternick	YES
Tai Pryjma	YES
David Polito	YES

Unanimously approved by 7 members present.

RESOLVED: HAVING CONVENED IN AN OPEN MEETING ON MARCH 18, 2020, PRIOR TO THE SOI SUBMISSION CLOSING DATE, THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE OF HAMILTON AND WENHAM, MASSACHUSETTS, IN ACCORDANCE WITH ITS CHARTER, BY-LAWS, AND ORDINANCES, HAS VOTED TO AUTHORIZE THE SUPERINTENDENT TO SUBMIT TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY THE STATEMENT OF INTEREST FORM DATED MARCH 18, 2020 FOR THE BUKER ELEMENTARY SCHOOL LOCATED AT 1 SCHOOL ST. WENHAM, MA WHICH DESCRIBES AND EXPLAINS THE FOLLOWING DEFICIENCIES AND THE PRIORITY CATEGORY(S) FOR WHICH AN APPLICATION MAY BE SUBMITTED TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN THE FUTURE: REPLACEMENT OF OR ADDITION TO OBSOLETE BUILDINGS IN ORDER TO PROVIDE FOR A FULL RANGE OF PROGRAMS CONSISTENT WITH STATE AND APPROVED LOCAL REQUIREMENTS; AND HEREBY FURTHER SPECIFICALLY ACKNOWLEDGES THAT BY SUBMITTING THIS STATEMENT OF INTEREST FORM, THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN NO WAY GUARANTEES THE ACCEPTANCE OR THE APPROVAL OF AN APPLICATION, THE AWARDING OF A GRANT OR ANY OTHER FUNDING COMMITMENT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY, OR COMMITS THE CITY/TOWN/REGIONAL SCHOOL DISTRICT TO FILING AN APPLICATION FOR FUNDING WITH THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: Ms. Bailey undersized gymnasium, surprising because it is the largest of the three schools. Mr. Geary will check accuracy. Discussion regarding adequacy of the gymnasium, needs of the schools, qualifying elements to define gymnasium, possible revision to reflect accuracy, etc.

ROLL CALL VOTE:

Stacey Metternick	YES
Michelle Horgan	YES
Peter Wolczik	YES
Tai Pryjma	YES
Gene Lee	YES
Michelle Bailey	YES
David Polito	YES

Unanimously approved by 7 members present.

RESOLVED: HAVING CONVENED IN AN OPEN MEETING ON MARCH 18, 2020, PRIOR TO THE SOI SUBMISSION CLOSING DATE, THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE OF HAMILTON AND WENHAM, MASSACHUSETTS IN ACCORDANCE WITH ITS CHARTER, BY-LAWS, AND ORDINANCES, HAS VOTED TO AUTHORIZE THE SUPERINTENDENT TO SUBMIT TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY THE STATEMENT OF INTEREST FORM DATED MARCH 18, 2020 FOR THE CUTLER ELEMENTARY SCHOOL LOCATED AT 237 ASBURY ST. HAMILTON, MA WHICH DESCRIBES AND EXPLAINS THE FOLLOWING DEFICIENCIES AND THE PRIORITY CATEGORY(S) FOR WHICH AN APPLICATION MAY BE SUBMITTED TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN THE FUTURE: FOR REPLACEMENT OF OR ADDITION TO OBSOLETE BUILDINGS IN ORDER TO PROVIDE FOR A FULL RANGE OF PROGRAMS CONSISTENT WITH STATE AND APPROVED LOCAL REQUIREMENTS; AND HEREBY FURTHER SPECIFICALLY ACKNOWLEDGES THAT BY SUBMITTING THIS STATEMENT OF INTEREST FORM, THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN NO WAY GUARANTEES THE ACCEPTANCE OR THE APPROVAL OF AN APPLICATION, THE AWARDING OF A GRANT OR ANY OTHER FUNDING COMMITMENT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY, OR COMMITS THE CITY/TOWN/REGIONAL SCHOOL DISTRICT TO FILING AN APPLICATION FOR FUNDING WITH THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: Ms. Bailey asks for clarification in submitting the SOI with minutes/ signature from the chairperson enclosed Mr. Geary explains that the Chairperson will need to sign off on the application, and the meeting minutes will be submitted along with the application. Discussion surrounding the School Committee's concerns with the timeliness of receiving meeting minutes from the recording secretary, highlighting the potential barrier this may pose to the SOI application. Mr. Geary will inquire as to whether draft minutes are acceptable for this purpose.

ROLL CALL VOTE:

Michelle Bailey	YES
Stacey Metternick	YES
Michelle Horgan	YES
Gene Lee	YES
Tai Pryjma	YES
Peter Wolczik	YES
David Polito	YES

Unanimously approved by 7 members present.

School Committee thanks Mr. Geary for his extensive work in the SOI application process.

B. Superintendent Search ___ Exhibit

Dorothy Presser, MASC representative, appears in the Zoom meeting to review the Superintendent Search process.

Discussion regarding School Committee site visits to the candidate's district. Janelle Carleo confirms that the site visit meeting with Mary Beth Banios is scheduled for this Saturday, 03/21/2020 at 11:00 am. The site visit with Daniel Richards happened this morning, 03/18/2020.

Discussion regarding site visit, social-distancing, safety concerns, current concerns regarding health and gatherings, potential for third party meeting hosts, etc. School Committee members talk about whether the virtual platform prevents or encourages open and honest communication from those providing feedback in the site visits.

Upcoming site visits also include this Thursday, 03/19/2020, at 12:00pm with Phillip Conrad via Google Hangouts, as well as this Friday, 03/20/2020, at 12:00pm with Dr. Julie Kukenberger. Mr. Conrad has provided the list of participants, Dr. Kukenberger's list is anticipated soon.

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Discussion regarding superintendent candidate interview scheduling, including the two interviews scheduled Monday, 03/24/2020 with Dr. Julie Kukenberger and Phillip Conrad (6:00pm, 7:30pm, respectively), as well as the one interview Tuesday, 03/25/2020 with Daniel Richards.

Discussion regarding dissemination of data collected from Survey Monkey responses, and community meetings to engage with candidates. Mr. Leone notes that he ended up asking the majority of questions in the last community meeting, as participants from the community were not actively participating in asking questions. Mr. Schersten explains that the host computer was separate from the computer Mr. Leone was operating from, resulting in participants attempting to, but failing to communicate their questions to Mr. Leone. Further discussion surrounding technical obstacles, structural and procedural elements of the meetings, School Committee's presence in meetings, etc. School Committee members ultimately agree that during these meetings, the questions presented by community members will be visible to all those in the meeting (more closely aligning with expectations during in-person meetings).

Ms. Bailey suggests creating a separate meeting for district personnel, and keeping the community meetings as planned and advertised. Mr. Leone agrees to email Ms. Presser with the link to the new meeting after he has created that meeting. Ms. Presser will then email the new link to candidates.

Ms. Horgan would like to assure the community that the search for a Hamilton Wenham Regional School District Superintendent is a legitimate search process, with members of the School

Committee working hard to hire the best person for the job. Further discussion regarding complexities inherent in this search, including community concerns about Dr. Kukenberger's candidacy.

Mr. Leone points out that the links to site-visit meetings were perhaps made available to the public through the School Committee's posted agenda. Mr. Polito will look into this and remedy if necessary.

Discussion regarding virtual meeting challenges during a time of increased fear and anxiety in response to COVID-19 global pandemic.

School Committee members express their gratitude to the Superintendent Search Committee for meeting with 22 applicants and investing a significant amount of their time and abilities to serve their community in this regard.

Thank you to Ms. Presser for joining this meeting (Ms. Presser leaves the meeting).

C. Approve Northshore Education Consortium Articles of Agreement Proposed Changes Exhibit

Ms. Metternick notes that there were 3 changes made to the Northshore Education Consortium Articles of Agreement, as detailed in the Exhibit.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE NORTHSHORE EDUCATION CONSORTIUM ARTICLES OF AGREEMENT PROPOSED CHANGES, AS SHOWN IN THE EXHIBIT.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
ROLL CALL VOTE:

Michelle Bailey	YES
Stacey Metternick	YES
Michelle Horgan	YES
Gene Lee	YES
Peter Wolczik	YES
Tai Pryjma	YES
David Polito	YES

Unanimously approved by 7 members present.

D. Approve the HWRSD Student Opportunity Plan Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE VOTE TO APPROVE THE HWRSD STUDENT OPPORTUNITY PLAN AS SHOWN IN THE EXHIBIT, and as presented by Mr. Leone.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
ROLL CALL VOTE:

Michelle Horgan	YES
Michelle Bailey	YES
Stacey Metternick	YES
Gene Lee	YES
Peter Wolczik	YES

Tai Pryjma YES
David Polito YES
Unanimously approved by 7 members present.

E. Donations
- *Friends of HWRHS MS INC* *$750* Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE FRIENDS OF HWRHS/MS INC TO SUPPORT THE MIDDLE SCHOOL FREEDOM TRAIL FIELD TRIP for $750.00.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
Discussion: Should this field trip be cancelled, the money would be returned to the Friends of HWRHS/MS, Inc. Brief discussion regarding travel concerns and uncertainty moving forward.
ROLL CALL VOTE:
Michelle Bailey YES
Stacey Metternick YES
Michelle Horgan YES
Gene Lee YES
Tai Pryjma YES
Peter Wolczik YES
David Polito YES
Unanimously approved by 7 members present.

- *Friends of Cutler* *$220* Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER FOR THE CALMING CORNER FOR $220 AS WELL AS THE DONATION OF A MICROWAVE TO REPLACE THE CURRENT ONE IN THE TEACHER'S ROOM VALUED AT NO MORE THAN $200.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
ROLL CALL VOTE:
Michelle Bailey YES
Stacey Metternick YES
Michelle Horgan YES
Gene Lee ABSTAIN
Tai Pryjma YES
Peter Wolczik YES
David Polito YES
Approved by 6 members present; 1 member, Gene Lee, abstaining.

Thank you to the Friends of Cutler and the Friends of HWRHS/MS, Inc. for their continued support of Hamilton-Wenham students!

F. Approve revised 2020-2021 last day of school Exhibit

Mr. Leone states that he has no information as to the reasons for changing the 2020-2021 last day of school. This item is tabled until further information is provided.

4) Chair's Report

Mr Polito thanks the District Leadership Team for their remarkable response and tireless efforts during the COVID-19 school closures and accompanying community response. Discussion about the COVID-19 pandemic highlighting the district's areas for improvement, particularly in the area of technology. The community has made it clear that Hamilton-Wenham values distant learning, and Mr. Polito notes that the district will prioritize this and continue to make strides towards ensuring student success Further discussion regarding adapting to the enormous changes from the pandemic and the district's response.

5) Consent Agenda

A. Warrants — Exhibit

- ❑ Voucher No. 2879
- ❑ Voucher No. 2874
- ❑ Voucher No. 2875
- ❑ Voucher No. 22
- ❑ Voucher No. 1044
- ❑ Voucher No. 1043
- ❑ Voucher No. 2881
- ❑ Voucher No. 2880

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

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Michelle Bailey	YES
Stacey Metternick	YES
Michelle Horgan	YES
Gene Lee	YES
Tai Pryjma	YES
Peter Wolczik	YES
David Polito	YES

Unanimously approved by 7 members present.

B. Other

C. Topics for Next Meeting

Next Meeting: 04/01/2020

- Review ongoing field trips, particularly DC field trip;
- Host Q&A regarding Corona Virus;
- Policy Group to review Policy D4002;
  - This policy impacts how the Capital/Financial Planning Subcommittee proceeds with a pending MOU
- Conversation surrounding Town Meeting date changes

6) Vote to Adjourn

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 7:26 PM.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Michelle Bailey	YES
Stacey Metternick	YES
Michelle Horgan	YES
Gene Lee	YES
Tai Pryjma	YES
Peter Wolczik	YES
David Polito	YES

Unanimously approved by 7 members present.

Respectfully submitted March 21, 2020 by Mahala Lettvin, Recording Secretary.

Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. c. 30A § 20, the public will not be allowed to physically access this School Committee meeting. The School Committee reserves the right to implement additional remote participation procedures and will notify the public of these procedures as soon as practicable. Please click here to read the Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20.*

Members of the Public can access the meeting via YouTube HWRSD live stream link. If you subscribe to the channel, you will be notified when the meeting is being broadcast and when a new video is posted. In addition, the events will be rebroadcast on YouTube HWRSD almost immediately and approximately 3 hours later on HWCAM.org. The video also rebroadcasts on TV the following day on Verizon Channel 35 and Comcast Channel 99.

School Committee Meeting
Virtual Zoom Meeting[1]
Wednesday, March 18, 2020
5:30 - 9:00 PM

Present via Zoom:
Michelle Bailey, Vice Chairperson
Tai Pryjma,
Gene Lee
Michelle Horgan
David Polito, Chairperson
Stacey Metternick, Secretary
Peter Wolczik

Also Present:
Thomas Geary, *Director of Maintenance, Facilities, & Operations*
Dorothy Presser, MASC representative
Vincent Leone, Assistant Superintendent

1) Call to Order 5:30 PM
David Polito, Chairperson, calls the meeting to order at 5:43 pm.

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

3) New Business
A. Approval of 2020 Statement of Interest (SOI) Exhibit
Thomas Geary, *Director of Maintenance, Facilities, & Operations*, explains the SOI process, status of application, and an overview of important aspects of the applications for each of the elementary schools, as detailed in the Exhibit. Mr. Geary notes that identifying a priority school building is a necessary component of the SOI, and recommends the School Committee select Cutler elementary for that purpose. At this point in the SOI application process, the School Committee will need to vote to authorize Dr. Kukenberger to submit the SOI. Mr. Geary explains that the specific language necessary in the motion is shown on pages 1, 17, and 35 of the Exhibit. Deadline for submitting the SOI is 04/08/2020.

RESOLVED: HAVING CONVENED IN AN OPEN MEETING ON MARCH 18, 2020, PRIOR TO THE SOI SUBMISSION CLOSING DATE, THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE OF HAMILTON AND WENHAM, MASSACHUSETTS IN ACCORDANCE WITH ITS CHARTER, BY-LAWS, AND ORDINANCES, HAS VOTED TO AUTHORIZE THE SUPERINTENDENT TO SUBMIT TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY THE STATEMENT OF INTEREST FORM DATED MARCH 18, 2020 FOR THE WINTHROP ELEMENTARY SCHOOL LOCATED AT 325 BAY RD. HAMILTON, MA WHICH DESCRIBES AND EXPLAINS THE FOLLOWING DEFICIENCIES AND THE PRIORITY

[1] Join Zoom Meeting: https://zoom.us/j/179253443; Meeting ID: 179 253 443

CATEGORY(S) FOR WHICH AN APPLICATION MAY BE SUBMITTED TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN THE FUTURE: FOR REPLACEMENT OF OR ADDITION TO OBSOLETE BUILDINGS IN ORDER TO PROVIDE FOR A FULL RANGE OF PROGRAMS CONSISTENT WITH STATE AND APPROVED LOCAL REQUIREMENTS; AND HEREBY FURTHER SPECIFICALLY ACKNOWLEDGES THAT BY SUBMITTING THIS STATEMENT OF INTEREST FORM, THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN NO WAY GUARANTEES THE ACCEPTANCE OR THE APPROVAL OF AN APPLICATION, THE AWARDING OF A GRANT OR ANY OTHER FUNDING COMMITMENT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY, OR COMMITS THE CITY/TOWN/REGIONAL SCHOOL DISTRICT TO FILING AN APPLICATION FOR FUNDING WITH THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
Discussion: Ms. Bailey has questions regarding the Buker School application, but none regarding Winthrop school.
ROLL CALL VOTE:

Gene Lee	YES
Michelle Bailey	YES
Peter Wolczik	YES
Michelle Horgan	YES
Stacey Metternick	YES
Tai Pryjma	YES
David Polito	YES

Unanimously approved by 7 members present.

RESOLVED: HAVING CONVENED IN AN OPEN MEETING ON MARCH 18, 2020, PRIOR TO THE SOI SUBMISSION CLOSING DATE, THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE OF HAMILTON AND WENHAM, MASSACHUSETTS, IN ACCORDANCE WITH ITS CHARTER, BY-LAWS, AND ORDINANCES, HAS VOTED TO AUTHORIZE THE SUPERINTENDENT TO SUBMIT TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY THE STATEMENT OF INTEREST FORM DATED MARCH 18, 2020 FOR THE BUKER ELEMENTARY SCHOOL LOCATED AT 1 SCHOOL ST. WENHAM, MA WHICH DESCRIBES AND EXPLAINS THE FOLLOWING DEFICIENCIES AND THE PRIORITY CATEGORY(S) FOR WHICH AN APPLICATION MAY BE SUBMITTED TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN THE FUTURE: REPLACEMENT OF OR ADDITION TO OBSOLETE BUILDINGS IN ORDER TO PROVIDE FOR A FULL RANGE OF PROGRAMS CONSISTENT WITH STATE AND APPROVED LOCAL REQUIREMENTS; AND HEREBY FURTHER SPECIFICALLY ACKNOWLEDGES THAT BY SUBMITTING THIS STATEMENT OF INTEREST FORM, THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN NO WAY GUARANTEES THE ACCEPTANCE OR THE APPROVAL OF AN APPLICATION, THE AWARDING OF A GRANT OR ANY OTHER FUNDING COMMITMENT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY, OR COMMITS THE CITY/TOWN/REGIONAL SCHOOL DISTRICT TO FILING AN APPLICATION FOR FUNDING WITH THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: Ms. Bailey undersized gymnasium, surprising because it is the largest of the three schools. Mr. Geary will check accuracy. Discussion regarding adequacy of the gymnasium, needs of the schools, qualifying elements to define gymnasium, possible revision to reflect accuracy, etc.

ROLL CALL VOTE:

Stacey Metternick	YES
Michelle Horgan	YES
Peter Wolczik	YES
Tai Pryjma	YES
Gene Lee	YES
Michelle Bailey	YES
David Polito	YES

Unanimously approved by 7 members present.

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MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: Ms. Bailey asks for clarification in submitting the SOI with minutes/ signature from the chairperson enclosed Mr. Geary explains that the Chairperson will need to sign off on the application, and the meeting minutes will be submitted along with the application. Discussion surrounding the School Committee's concerns with the timeliness of receiving meeting minutes from the recording secretary, highlighting the potential barrier this may pose to the SOI application. Mr. Geary will inquire as to whether draft minutes are acceptable for this purpose.

ROLL CALL VOTE:

Michelle Bailey	YES
Stacey Metternick	YES
Michelle Horgan	YES
Gene Lee	YES
Tai Pryjma	YES
Peter Wolczik	YES
David Polito	YES

Unanimously approved by 7 members present.

School Committee thanks Mr. Geary for his extensive work in the SOI application process.

B. Superintendent Search Exhibit

Dorothy Presser, MASC representative, appears in the Zoom meeting to review the Superintendent Search process.

Discussion regarding School Committee site visits to the candidate's district. Janelle Carleo confirms that the site visit meeting with Mary Beth Banios is scheduled for this Saturday, 03/21/2020 at 11:00 am. The site visit with Daniel Richards happened this morning, 03/18/2020.

Discussion regarding site visit, social-distancing, safety concerns, current concerns regarding health and gatherings, potential for third party meeting hosts, etc. School Committee members talk about whether the virtual platform prevents or encourages open and honest communication from those providing feedback in the site visits.

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Mr. Leone points out that the links to site-visit meetings were perhaps made available to the public through the School Committee's posted agenda. Mr. Polito will look into this and remedy if necessary.

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School Committee members express their gratitude to the Superintendent Search Committee for meeting with 22 applicants and investing a significant amount of their time and abilities to serve their community in this regard.

Thank you to Ms. Presser for joining this meeting (Ms. Presser leaves the meeting).

C. Approve Northshore Education Consortium Articles of Agreement Proposed Changes Exhibit

Ms. Metternick notes that there were 3 changes made to the Northshore Education Consortium Articles of Agreement, as detailed in the Exhibit.

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MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
ROLL CALL VOTE:

Michelle Bailey	YES
Stacey Metternick	YES
Michelle Horgan	YES
Gene Lee	YES
Peter Wolczik	YES
Tai Pryjma	YES
David Polito	YES

Unanimously approved by 7 members present.

D. Approve the HWRSD Student Opportunity Plan Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE VOTE TO APPROVE THE HWRSD STUDENT OPPORTUNITY PLAN AS SHOWN IN THE EXHIBIT, and as presented by Mr. Leone.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
ROLL CALL VOTE:

Michelle Horgan	YES
Michelle Bailey	YES
Stacey Metternick	YES
Gene Lee	YES
Peter Wolczik	YES

Tai Pryjma YES
David Polito YES
Unanimously approved by 7 members present.

E. Donations
- *Friends of HWRHS MS INC* *$750* Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE FRIENDS OF HWRHS/MS INC TO SUPPORT THE MIDDLE SCHOOL FREEDOM TRAIL FIELD TRIP for $750.00.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
Discussion: Should this field trip be cancelled, the money would be returned to the Friends of HWRHS/MS, Inc. Brief discussion regarding travel concerns and uncertainty moving forward.
ROLL CALL VOTE:
Michelle Bailey YES
Stacey Metternick YES
Michelle Horgan YES
Gene Lee YES
Tai Pryjma YES
Peter Wolczik YES
David Polito YES
Unanimously approved by 7 members present.

- *Friends of Cutler* *$220* Exhibit

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER FOR THE CALMING CORNER FOR $220 AS WELL AS THE DONATION OF A MICROWAVE TO REPLACE THE CURRENT ONE IN THE TEACHER'S ROOM VALUED AT NO MORE THAN $200.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
ROLL CALL VOTE:
Michelle Bailey YES
Stacey Metternick YES
Michelle Horgan YES
Gene Lee ABSTAIN
Tai Pryjma YES
Peter Wolczik YES
David Polito YES
Approved by 6 members present; 1 member, Gene Lee, abstaining.

Thank you to the Friends of Cutler and the Friends of HWRHS/MS, Inc. for their continued support of Hamilton-Wenham students!

F. Approve revised 2020-2021 last day of school Exhibit

Mr. Leone states that he has no information as to the reasons for changing the 2020-2021 last day of school. This item is tabled until further information is provided.

4) Chair's Report

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5) Consent Agenda

A. Warrants — Exhibit

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- ❑ Voucher No. 2874
- ❑ Voucher No. 2875
- ❑ Voucher No. 22
- ❑ Voucher No. 1044
- ❑ Voucher No. 1043
- ❑ Voucher No. 2881
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MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Michelle Bailey	YES
Stacey Metternick	YES
Michelle Horgan	YES
Gene Lee	YES
Tai Pryjma	YES
Peter Wolczik	YES
David Polito	YES

Unanimously approved by 7 members present.

B. Other

C. Topics for Next Meeting

Next Meeting: 04/01/2020

- Review ongoing field trips, particularly DC field trip;
- Host Q&A regarding Corona Virus;
- Policy Group to review Policy D4002;
  - This policy impacts how the Capital/Financial Planning Subcommittee proceeds with a pending MOU
- Conversation surrounding Town Meeting date changes

6) Vote to Adjourn

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 7:26 PM.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Michelle Bailey	YES
Stacey Metternick	YES
Michelle Horgan	YES
Gene Lee	YES
Tai Pryjma	YES
Peter Wolczik	YES
David Polito	YES

Unanimously approved by 7 members present.

Respectfully submitted March 21, 2020 by Mahala Lettvin, Recording Secretary.

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