



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## SCHOOL COMMITTEE MEETING

Buker Elementary School  
Multi-Purpose Room

Wednesday, September 12, 2018

7:00 PM

1. Call to Order 7:00
2. Pledge of Allegiance
3. Approval of Warrants
4. Citizens' Comments
5. Chair's Report
6. Superintendent's Report
  - School Choice Report Exhibit Q2
7. Consent Agenda
  - a. SC Minutes
    - June 6, 2018 Exhibit A
    - June 20, 2018 Exhibit B
    - June 27, 2018 Exhibit C
    - August 1, 2018 Exhibit D
  - b. Warrant Sub Committee Minutes
    - June 20, 2018 Exhibit E
    - July 3, 2018 Exhibit F
    - August 1, 2018 Exhibit G
    - August 15, 2018 Exhibit H
    - August 30, 2018 Exhibit I
  - c. Policy Documents—No Changes
    - D4001 Student Activity Accounts Exhibit J
    - D4002 Private Funding Policy Exhibit K
    - D4004 Scholarships Exhibit L
    - D4005 Title I. Supplement, Not Supplant Exhibit M
    - D4006 Fiscal Management Goals Exhibit N
    - D4007 Annual Budget Exhibit O
    - D4008 Budget Deadlines Schedules Exhibit P
    - D4009 Budget Transfer Authority Exhibit Q
    - D4011 Gate Receipts Admissions Exhibit R
    - D4012 Authorized Signatures Exhibit S
    - D4013 Fiscal Accounting Exhibit T
    - D4015 Purchasing Exhibit U

- D4016 Purchasing Authority Exhibit V
  - D4017 Purchasing Requirement \$10K-\$49,999 Exhibit W
  - D4018 Purchasing Requirements Over \$50,000 Exhibit X
  - D4019 Vendor Relations Exhibit Y
  - D4020 Expense Reimbursements Exhibit Z
  - D4021 Reserve Funds E&D Exhibit A2
  - D4022 Types of Revolving Funds Exhibit B2
  - D4025 Bonded Employees Exhibit D2
  - D4026 Cash Investment Policy Exhibit E2
  - d. Field Trip Request- XC to Warwick RI Exhibit R2
  - e. Approval of Co-Op Cheerleading Program Exhibit S2
8. **New Business**
- a. Review draft Superintendent's Review
  - b. Open Meeting Law Complaint Response F2
  - c. SC Goal Development
  - d. Policies: 2<sup>nd</sup> Reading
    - B201I – Memorials for Deceased Students or Staff Exhibit G2
    - D4003 – Advertising in Schools Exhibit H2
  - e. Policies: 1<sup>st</sup> Reading
    - C3013 Rules Pertaining to Staff or Student Conduct Exhibit I2
    - D4010 Funding Proposals Applications-State Federal Exhibit J2
    - D4014 Audits Exhibit K2
    - D4024 Inventories Exhibit L2
    - D4027 Regional School District Payment Procedures Exhibit M2
  - f. Policies: Deletion
    - D4023 Dissolving-Inactivating a Club or an Organization Exhibit N2
  - g. Donations
    - EdFund – Creating Sensory Supportive Classrooms Increase from original amount approved \$820.00 Exhibit O2
    - Boy's Soccer Boosters – Donation to support an Assistant Soccer Coach \$2,703.00 Exhibit O2
9. **Other**
- a. Topics for next meeting
10. **Vote to Adjourn** 9:30

*David Polito, Chairperson HWRSC*

Tuesday, September 4, 2018 at 12:07:40 PM Eastern Daylight Time

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**Subject:** School Choice Enrollment 2018 - 2019

**Date:** Tuesday, September 4, 2018 at 9:15:00 AM Eastern Daylight Time

**From:** Sands, Jeffrey

**To:** Harvey, Michael

Mike,

Below are the School Choice In numbers for the 2018 – 2019 School Year as of August 29<sup>th</sup>:

6<sup>th</sup> Grade – 4

7<sup>th</sup> Grade – 11

8<sup>th</sup> Grade – 4

9<sup>th</sup> Grade – 18

10<sup>th</sup> Grade – 15

11<sup>th</sup> Grade – 13

12<sup>th</sup> Grade – 8

Total – 73

As a reminder, the District Budgeted a Total of 53 School Choice In Students for FY19. The difference between Budget and Actual is almost entirely at the MS level as the Budget only assumed Choice In at the HS level.

Regards,  
Jeff

Assistant Superintendent of Finance & Administration  
Hamilton Wenham Regional School District  
5 School Street  
Wenham, MA 01984  
978-626-0827

**The Hamilton Wenham Regional School District  
Retiree Reception  
Buker Elementary School Multi-Purpose Room  
Wednesday, June 6., 2018 6:30 PM**

Retirees recognized this year include: Prudy Pilkanis, Sally Clyse, Beth Blanchard, Helena Mercier, Sally Beote, and Ann-Marie Haskell. Retirees, School Committee members, and the community join at Buker for a reception in honor of dedicated Hamilton/Wenham teachers retiring this year.

**The Hamilton Wenham Regional School District  
School Committee Meeting  
Buker Elementary School Multi-Purpose Room  
Wednesday, June 6, 2018 7:00 PM**

**Present:**

Peter Wolczik  
Stacey Metternick  
Michelle Bailey  
David Polito, Chair  
Jeanise Bertrand  
Gene Lee (7:15pm arrival)

**Also Present:**

Michael Harvey, Superintendent  
Jeff Sands, Assistant Superintendent  
Brad Hill, Massachusetts State Representative

**1. Call to Order**

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

7:00pm

**2. Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

**3. Citizens' Comments**

None.

**4. Chair's Report**

None.

**5. Superintendent's Report**

- Thank you to the retiring staff members. Dr. Michael Harvey, Members of Leadership Team, and State Representative Brad Hill honor retiring staff:
  - Sally Beote, 12 year teaching assistant at Winthrop.
  - Helena Mercier, 16 years for district's Special Education program.
  - Prudy Pilkanis, 36.5 years as Health Educator in district.
  - Betsy Stowell, 31 years in district, most recently as Special Education Secretary.

- Ann Marie Haskell (not present), 13 years most recently as 7th and 8th grade Spanish Teacher.
- Beth Blanchard, has been with the District since 1988, teaching K,1,2,4.
- Sally Clyde, 12 years as District Occupational Therapist.

Thank you to Representative Brad Hill for his proclamations for retirees. Thank you to all the retirees and please leave some pension for the remaining staff! Teachers and community members leave meeting at 7:22 pm.

- Congratulations to the 132 members of the HWRHS Graduating Class of 2018 who graduated last Saturday!
  - Recognizes staff for their hard work in making such a successful event.
  - Speech by valedictorian was published in chronicle, and members commend the speech and delivery.
- Buker School Principal Search update: job posting closed last Friday with 50 applicants for position. Invited 7 applicants in for interviews next Monday and Tuesday. Search committee is led by Peggy McElhinney and comprised of parents, district leadership team, and others. After 7 interviews, 2 will be identified to carry on to tentative June 18th and 19th interviews. Interviews with parents and community will also occur on these dates, tentatively between 5:00 - 6:00pm.
  - Michelle Bailey asks how parents are selected. Dr. Harvey states that the Friends of the Schools select.
  - Dr. Harvey states more information will follow and confirmations will be given when known.

## **6. Consent Agenda**

### **A. Warrants**

- May 23, 2018 Exhibit A

### **B. Minutes**

- April 25, 2018 Exhibit B
- May 9, 2018 Exhibit C
- May 23, 2018 Exhibit D

Michelle Bailey states May 23rd meeting minutes has typo on page 29: “application” is missing “I”. Michelle also asks if this application was submitted.

David Polito states that he was unable to get ahold of Kerry Gertz for update on the application for Ed Fund award from MASC. This nomination application was therefore not submitted. David Polito offers his apologies for not having this submitted as agreed upon by the School Committee.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA AS POSTED WITH WARRANTS FROM 05/23/2018, AND THE MINUTES FROM APRIL 25 2018, MAY 9 2018, AND MAY 23, 2018 WITH THE REVISION OF THE TYPO ON PAGE 29.**

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.  
Unanimously approved by 6 members present.**

## 7. New Business

### A) Recognition of Retirees

Exhibit E

(Occurred earlier in meeting).

### B) Update from Rep. Brad Hill

Thank you to Brad Hill for joining to School Committee this evening.

Representative Brad Hill provides updates on a few issues before the legislature:

- Conference Committee was just chosen a few days ago with their first meeting tomorrow;
- Chapter 70 increased to \$3.6 million dollars for FY19. Legislature put \$200 million additional dollars in to Chapter 70, by phasing in recommendations by the review committee. We will also start seeing funds from marijuana taxes as well as funds from the 3 new casinos. Both have money set aside for education, how that is distributed remains to be determined.
- Regional School Transportation: This has been a priority in the North Shore. Striving to provide 100% of funding for Regional School Transportation, as promised. The Senate put an additional \$5 million dollars towards this, which will bring reimbursement up to 80%. Representative Hill distributes a letter that he has already signed to ask for this higher number percentage **(Copy of the letter and Attachment # needed?)**. A new commission will identify the amounts and how to implement more dollars to the needs of regional transportation.
- Special Ed Circuit Breaker: For FY18, the legislature funded this in error. Representative Hill states that they received a number (projection) and did not consider the DESE increasing costs with special education. FY19 we fully (75%) fund special education circuit breaker, so this error will not happen again. Thank you to Superintendent Harvey for voicing this as a priority.
- Conference Committee will meet tomorrow. We hope for a report 10 days before July 1 (end of fiscal year). If we adopt that document, the governor has 10 days to veto it. It absolutely needs to be complete by July 31. Explains the details of processes and vetos.
- School Committee Association is asking HW School Committee to sign on to the resolution for Foundation Resolution Recommendations. Representative Hill's advice is to sign it, but clarifies that the funding for this does not exist as of now. Representative Hill encourages signing the document to prioritize the issue.
- In the coming weeks, expect communications about 2525 Senate Bill re: modernizing Foundation Budget for the 21st Century. Representative Hill says this is a nice roadmap, but again the funds do not exist currently. Representative Hill has signed another letter for 2525 to come to debate because he wants to make sure schools have a voice on the Foundation Budget that the commission did not adopt.

Discussion regarding special education, budget, meetings with superintendents, etc.

Michelle Bailey inquires as to who sets the special education tuition.

Brad Hill answers that DESE determines this, and legislation does not have any say in this.

Discussion regarding Legislature working with DESE, School Committee Members attending hearings in the future, and plans for future strategies. Discussion continues regarding

statewide tuition rates being established; constraints placed on towns are impractical; importance of special education and transportation; healthcare costs increasing.

Stacey Metternick points out that Special Education and associated transportation costs are astronomical. Discussion about competing priorities and sustainability.

Michelle Bailey asks about timeline for determining the distribution of funds from marijuana sales and casino revenues, with Representative Brad Hill stating this will likely start coming in next year. Michelle Bailey asks about the % being locked in, with Representative Hill reiterating the percentage is written into law, but distribution to programs in K-12 remains unknown.

Discussion regarding difficulties in calendar for warrants, the burden held by regional school districts. Representative Brad Hill provides update on the Bill, suggests School Committee send a letter to move the (noncontroversial) bill out. Representative will provide the Bill # to the School Committee. Jeanise Bertrand provides warrant calendar illustrating difficulties to Representative Brad Hill.

Thank you Representative Brad Hill!

C) Food Service Presentation

Exhibit F

Catherine A. Donovan, Director of Nutrition Services, provides an overview of food services in Hamilton-Wenham schools, with a breakdown by school. Points to statistics in rising free/reduced cost meals.

Catherine provides an overview of the menus; description of School Nutrition Association; Status of USDA grant in the amount of \$6,611 for new ovens; possibility of Life Skills classes in the future; Lunch Lady switch Day (Dr. Harvey served deli sandwiches!).

Catherine provides details regarding USDA regulations, and the details of the program. Points out implications a measure considered by congress to provide school meal block grants. Please visit "Stop the Block," to ensure our schools continue to be reimbursed for school lunches.

Michelle Bailey asks about electricity loss and associated loss of food. Catherine states that losses were about \$600, due to the fact that schools do not keep a huge inventory.

Michelle Bailey asks about the management of unpaid meal charges. Catherine answers that as of July 1 last year, district has been operating on a standard practice. We allow children up to 5 meals without payment. After this, students are offered an alternative meal. If requests for funds go unanswered, we get principal involved, and Jeff Sands will become involved afterwards. Jeff Sands has never been involved.

Jeff Sands states there have been 32 alternative meals in 10 months.

Catherine Donovan points out that the communication strategy rectifies any issues.

Discussion regarding alternative meals. Discussion regarding meal equality.

Thank you!

D) BAS Upgrade Project at HS/MS Complex - General Contractor Recommendation  
Exhibit G

Jeff Sands reads Exhibit G, Proposal to Enter into an Agreement for the General Contract for the Building Automation System (BAS) Upgrade Project at the High School Middle School Complex.

**I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE APPROVE JEFF SAND'S RECOMMENDATION TO AWARD THE GENERAL CONTRACT FOR THE BAS UPGRADE PROJECT AT THE HIGH SCHOOL AND MIDDLE SCHOOL COMPLEX TO THOMAS E. SNOWDEN, INC. IN THE AMOUNT OF \$410,000 AS DETAILED IN THEIR PROPOSAL DATED APRIL 26, 2018. THE SCHOOL COMMITTEE CHAR, DAVID POLITO, SHALL SIGN THE CONTRACT ON BEHALF OF THE THE SCHOOL COMMITTEE.**

**MOTION by Stacey Metternick, SECONDED by Jeanise Bertrand.**

Discussion: Peter Wolczik asks about the heat blasting in schools. Jeff Sands clarifies that this work will upgrade the system with the intention to fix that problem. David Polito asks about timeline, with Jeff Sands stating completion anticipated around August 17th.

Jeff Sands speaks about the details of the project and the flexibility to spend more if needed moving forward.

**Unanimously approved by 6 members present.**

Jeanise Bertrand leaves at 8:30 pm.

**E) Set school committee calendar for 2018-2019**

Discussion regarding potential conflicts on proposed calendar (exhibit H)

Stacey Metternick asks to consider the 1st and the 3rd weeks instead of every other week for warrant meetings. This would ease the difficulty she faces when trying to attend warrant meetings. Stacey Metternick advocates for keeping warrants and changing meetings to a different schedule. School Committee discusses potential difficulties in moving the calendars, as well as attendance issues.

David Polito feels that we should keep everything in line - Warrants meetings separated from school Committee Meetings would result in many more nights.

Discussion regarding moving the Warrants Meeting to 7:00pm and the whole committee can be a part.

Michelle Bailey points out that the Tuesday before Thanksgiving is not a good idea, and would suggest November 14th as an alternative.

Michelle Bailey is concerned with Superintendent's late budget. Michelle Bailey and Stacey Metternick are both concerned about this because they don't want to approve a budget the first time they see it. Jeff Sands and Michael Harvey point out that review of the budget was available, but the meeting did not have a quorum.



Discussion regarding budget and towns' assumptions. Michelle Bailey inquires as to whether School Committee has talked to towns about joint budget. Jeff Sands states they meet every August and September to determine dates with towns. Michelle Bailey wants to determine the dates with Fincoms earlier. Dr. Harvey points out that there is currently no Hamilton Town Manager, and Wenham Treasurer recently submitted letter of resignation.

Discussion regarding budget process, "tentative" nature of budget, school vacations, calendar meeting of new committee members (reading results -discussion whether need for separating the reading of the results and the actual meeting). Moving warrants to 7:00 pm would help the majority of committee members.

Changes Dr. Harvey has noted: Warrants on the 7th, 20th, School Committee Meeting on the 14th. Add meeting on Monday April, 22 and one agenda item to hear town elections. Add warrants as a standing item on the regular School Committee agenda (beginning August 29).

Stacey Metternick and Michelle Bailey advocate for an earlier meeting for timeline and process, as well as review process.

School Committee will vote on the changes to the calendar at next meeting.

#### **F) Policy review B2019 Memorials for Deceased Students and Staff**

Discussion regarding the policy outlined in Exhibit I. Michelle Bailey states that her research on this policy took her to various district websites, as well as the MASC, and modeled the policy language after many she found. Michelle Bailey provides overview of what the policy allows and disallows.

Lengthy discussion regarding the policy and associated difficulties in administering a vague policy. School Committee members point out the benefit of individualized consideration of a gift. Jeff Sands points out his concern allowing the Superintendent absolute power, and further expresses his hesitation with administering a messy and vague policy.

Discussion regarding past situations and strategy utilized specifically to the Robert P. Whittier memorial gifts designated for Hamilton Wenham STEM programming. Philosophical discussion about accepting gifts, monetary versus in-kind.

Stacey Metternick asks that this policy proceeds to a second reading as is.

#### **8. Other**

##### **• Topics for Next Meeting**

- EOY Financial Forecast;
- Treasurer's Report;
- Treasurer and Assistant Treasurer Appointment;
- Report on District and Superintendent Goal Progress;
- Foundation Budget Review Recommendations;
- Superintendent's Review Timeline and Process;
- Vote on SC Calendar for 2018-2019;
- Liaison and Working Group Updates;
- Donations.

Discussion regarding full agenda, with some argument about Liaison and Working Group Updates as a priority.

Michelle Bailey asks for committee to be prepared for a possible visit from a community member interested in costs associated with waste removal and recycling services.

9. **Vote to Adjourn**

9:30pm

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE  
ADJOURN AT 9:27 PM.**

**MOTION by Stacey Metternick; SECONDED by Gene Lee.  
Unanimously approved by 5 members present.**

**The Hamilton Wenham Regional School District  
School Committee Meeting  
Buker Elementary School Multi-Purpose Room  
Wednesday, June 20, 2018 7:00 PM**

**Present:**

Peter Wolczik  
Jeanise Bertrand  
Kerry Gertz  
David Polito, Chair  
Stacey Metternick  
Gene Lee (late arrival 7:04 pm)

**Also Present:**

Michael Harvey, Superintendent

**1. Call to Order**

7:00pm

David Polito calls the meeting to order at 7:06 pm.

**2. Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

**3. Citizens' Comments**

None.

**4. Chair's Report**

- Phil Stearns, Hamilton FinCom Chair, reached out to David Polito with intentions of building a better relationship and increasing communications between District and Town entities. David Polito believe this will prevent miscommunications during next year's budget process.

**5. Superintendent's Report**

- Dr. Michael Harvey recognizes the winners of the National History Day competition, offering congratulations to both the winners and all Hamilton-Wenham students who competed;
- Varsity Baseball team had an exciting and successful season;
- Buker School Principal: search has been narrowed down to two finalists, with the final interviews for candidates occurring 6/19/18 and 6/21/18;
- Last day of school is Tuesday, 06/26/2018, with elementary dismissal at 11:15 am and middle/high school dismissal at 10:30 am. Have a wonderful summer!

**6. Consent Agenda**

- A. Warrants
- June 6, 2018

Exhibit A

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE  
APPROVE THE CONSENT AGENDA WITH WARRANTS FROM 06/06/2018;  
THERE WILL BE NO FURTHER DISCUSSION ON THESE ITEMS.**

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.  
Unanimously approved by 6 members present.**

**7. New Business**

**A. EOY Financial Forecast**

Exhibit C<sup>1</sup>

Due to an emergency, Jeffrey Sands is unable to attend the School Committee meeting this evening. Dr. Michael Harvey presents Exhibit C - *Updated FY18 Operating Expense Forecast*, recounting the numbers previously presented to the School Committee. District is currently .05% favorable to budget.

**B. Treasurer's Report**

Exhibit D

Donald Gallant presents *District Treasurer's Report as of 04/30/18* as detailed in Exhibit D:

- Reviews roles and responsibilities required for the position of District Treasurer;
- Details current standing of general fund;
- Summarizes student activities accounts update/consolidation. These account closures were previously authorized via unanimous approval during 03/14/18 School Committee meeting. Accounts were closed as instructed, with the exception of keeping the *Fine Vocal Arts* account and closing the *A Capella* account (opposed to vice versa) in order to distribute funds to all the High School singing groups;
- Explains subsidiary accounts;
- Summary of scholarship updates;
- Details general receipt summary;
- Reviews grants receipt summary;
- Provides debt service update;
- Overview of the training Assistant Treasurer role has received.

Discussion regarding strategies for July 4th payroll, as three committee members will need to be present to approve warrants. David Polito will be present; Jeanise Bertrand will participate remotely via phone; Stacey Metternick is unable to participate; Gene Lee is unable to participate.

David Polito notes the benefit of Mr. Gallant's follow up and attention to detail with regards to the student activity account closures. Thank you for reviewing, and for detailed presentation.

**C. Treasurer and Assistant Treasurer Appointment**

Exhibit E

Discussion regarding Jeffrey Sands' 06/13/2018 recommendation to appoint Don Gallant as District Treasurer for Fiscal Year 19. No significant changes in the *Terms of Employment* have been made, with the exception of the updated Chairperson signature and the dates of appointment (indicated in red font).

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE  
APPOINT DON GALLANT AS DISTRICT TREASURER FOR FISCAL YEAR 19,  
WHICH BEGINS ON JULY 1, 2018 AND ENDS ON JUNE 30 2019.**

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.  
Approved by 5 members; Peter Wolczik abstaining.**

<sup>1</sup> Note: Omission of Exhibit B is clerical error, no 06/20/2018 Exhibit B exists.

Discussion regarding Wenham's District Assistant Treasurer position, Ms. Davidson's resignation, and strategic approach in appointing Ms. Davidson for the month of July.

**I MOVE THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPOINT LESLIE DAVIDSON AS THE DISTRICT ASSISTANT TREASURER FOR THE TIME PERIOD BEGINNING ON JULY 1, 2018 AND ENDING ON JULY 31, 2018 UNDER THE TERMS OF THE PREVIOUS 02/02/2017 IMA BETWEEN THE DISTRICT AND THE TOWN OF WENHAM.**

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.  
Unanimously approved by 6 members present.**

**D. Report on District and Superintendent Goal Progress**

Exhibit F

Dr. Michael Harvey reviews *Superintendent's Goals 2017-2018*, outlined on page 27 of the [School Committee Packet](#). Dr. Harvey reviews each goal and actions taken, expanding on the indicators of success, methodology of achieving success, strategy implemented, staff involved, steps taken, areas identified for growth, and the importance of continuing to strive towards excellence:

1. Student Learning Goal
  - a. Strengthen the Response to Intervention (RTI) Process at the Elementary Level and develop inventory of Tier 1-3 Interventions;
  - b. Improve curriculum, instruction and assessment practices in grades 6-12 through training teachers in method for analyzing student learning data
2. Professional Improvement Goal
  - a. Train Curriculum Leaders in Effective Coaching Practices;
  - b. Develop a shared understanding of best practices in conducting walkthroughs among members of the Leadership Team;
  - c. Undertake a review of best practices in Social-Emotional Learning (SEL) with Leadership Team.
3. District Improvement Goal
  - a. Operationalize the School Committee's Plans around Capital Improvements for the HWRSD;
  - b. Present plans for the re-imagining of the HWRSD School Library Spaces;
  - c. Revise District Strategic Blueprint to set a direction for the next five years.

Discussion regarding district goals including infrastructure, priorities and adjusting goals accordingly; budget communication and outreach strategies ensuring necessary funds to meet goals; persons involved in developing the *HWRSD Strategic Blueprint 2018-2023*.

Thank you to Dr. Harvey for this report as well as the impressive progress made this year!

**E. Foundation Budget Review Recommendations**

Exhibit G

Review *Resolution Calling for Full Funding of the Foundation Budget Review Commission's Recommendations* (page 34 of [School Committee Packet](#)). Discussion regarding School Committee vote, future strategies, language used, and additional actions to take.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE RESOLUTION CALLING FOR FULL FUNDING OF THE FOUNDATION BUDGET REVIEW COMMISSION'S RECOMMENDATIONS, AND FURTHERMORE, THAT THE HAMILTON WENHAM REGIONAL SCHOOL**

**COMMITTEE HAVE DR. MICHAEL HARVEY ACT ON BEHALF OF THE SCHOOL COMMITTEE TO URGE STATE LEGISLATURE TO MOVE BILL S2525 OUT OF COMMITTEE TO FORMAL SESSION.**

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.  
Unanimously approved by 6 members present.**

F. Superintendent's Review Timeline and Process Exhibit H  
David Polito summarizes the process of evaluating Superintendent Dr. Michael Harvey, and tentative timeline developed in Exhibit H (page 37 of the [School Committee Packet](#)).

Discussion regarding time and expectations during the review process, including completing the evaluation and condensing these responses into a composite document. Stacey Metternick points out that the August 10th deadline in submitting individual evaluations is difficult and unreasonable. A lengthy discussion regarding commitments, scheduling conflicts, and School Committee members' responsibilities ensues. David Polito states that the deadline allows for ample time to complete the task while also allowing flexibility with granting extensions as needed. The schedule remains as written as to avoid pushing the deadline out entirely.

G. Vote on School Committee Calendar for 2018-2019 Exhibit I  
*School Committee's 2018-2019 Calendar* (Exhibit I) reflects the changes based on decisions made during 06/06/18 School Committee meeting. Dr Harvey and members of the School Committee address the confusion surrounding whether or not a meeting will be held on Wednesday, 08/29/18. Stacey Metternick had asked to add that meeting, and reiterates her case as to why she believes this meeting needs to occur. Discussion regarding the need for a meeting before school year begins, issues that would need to be addressed, availability, and scheduling conflicts. Majority of School Committee members do not feel 08/29/18 meeting is justified.

Discussion regarding strategic scheduling of School Committee meetings considering holiday breaks, the month of November, Annual Town Meetings, election results, and other external influences. Review of policies directing School Committee meetings.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE 2018-2019 SCHOOL COMMITTEE MEETING CALENDAR AS OUTLINED IN EXHIBIT I WITH NO FURTHER CHANGES.**

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.  
Unanimously approved by 6 members present.**

H. Liaison and Working Group Updates  
Policy Subcommittee *Gene Lee, Michelle Bailey, Kerry Gertz:*

- Met Monday to review policy D regarding advertising in schools. Will bring policy draft for first reading in September, 2018.

Capital Planning and Turf Field *Stacey Metternick, Jeanise Bertrand, Peter Wolczik:*

- Met last week and discussed 5-year capital improvement plan, priorities, vision;
- Gene Lee speaks about the grouping of capital projects from his involvement last year, emphasizing that issues that could disrupt the schools' operations or jeopardize the safety of students and staff were prioritized. Groupings consisted of those required by

law, those ensuring continuity of services, and finally cosmetic projects (deemed not critical). Gene speaks about the issue arising when projects are considered on an individual basis rather than as part of group per administration's recommendations;

- Discussion regarding participation in open meetings; budget conversations and transparency; capital versus operating expenditure; and debt exclusion. David Polito points out that the ongoing conversation surrounding the debt exclusion is concerning, as David believes the School Committee needs to ensure both members and citizens have full scope of information about what is being put forward for approval;
- The Turf Field group will draft a fundraising agreement (including large donor requests) and present to the School Committee at a future meeting;
- Summary of other issues addressed at subcommittee meeting including Turf Field, land conservation, reparations, tennis courts, Town of Wenham, citizens' participation in meetings, etc.

Friends of High School/ Middle School Liaison Stacey Metternick:

- Volunteers are needed for STEM night on October 4th 2018. Interested parties can visit the Facebook page;
- Miles River Challenge Day- parent volunteers are needed for this event as well;
- Chinese Program: Eric Tracy, High School Principal, has asked if District is able to sponsor Visas for students. Discussion regarding the HWRHS Chinese program and associated contract restrictions.

Friends of Buker Liaison Peter Wolczik:

- Initial contact made. Peter Wolczik plans to follow up in near future.

Wellness Committee Liaison Peter Wolczik:

- Danielle Petrucci, HWRSD Wellness Committee emailed (email read aloud) confirming a stipend of \$4,000.00 for the *Wellness Initiative for Student Success*.

Friends of Winthrop: Liaison Kerry Gertz:

- Kerry Gertz spoke with Karen Evans regarding liability insurance, and after further investigation, the Friends of Winthrop decided it would be in the best interest of elementary Friends groups (Buker, Cutler, Winthrop) to purchase liability insurance to cover external events and board members. David Polito suggests adding Middle and High School Friends group to coverage. Kerry will follow up.

I. Donations

Exhibit J

Friends of Cutler Elementary	\$3,625.92
Includes (2) Floor Display Cases & (1) Sandwich Board Sign	

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER IN THE AMOUNT OF \$3,625.92.**

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.  
Unanimously approved by 6 members present.**

Thank you to the Friends of Cutler Elementary for your generous support!

National History Day & Mass Humanities	\$500.00
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For Kristen Borges to purchase books

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE  
ACCEPT THE DONATION FROM THE NATIONAL HISTORY DAY & MASS  
HUMANITIES IN THE AMOUNT OF \$500.00 TO PURCHASE BOOKS.**

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.  
Unanimously approved by 6 members present.**

Thank you to the National History Day & Nass Humanities for your generous support!

Friends of Buker	\$4,000.00
Purchase a shed for Buker Gardens	

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE  
ACCEPT THE DONATION FROM THE FRIENDS OF BUKER IN THE AMOUNT OF  
\$4,000 FOR THE PURCHASE OF A SHED FOR BUKER GARDENS.**

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.  
Unanimously approved by 6 members present.**

Thank you to the Friends of Buker Elementary for your generous support!

Friends of HWRHS/MS	\$626.00
For MS Trips to Wingmasters/Birds of Prey	

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE  
ACCEPT THE DONATION FROM THE FRIENDS OF HWRHS/MS IN THE  
AMOUNT OF \$626.00 FOR THE MIDDLE SCHOOL TRIPS TO WINGMASTERS/  
BIRDS OF PREY.**

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.  
Unanimously approved by 6 members present.**

Thank you to the Friends of HWRHS/MS for your generous support!

Winthrop 5 <sup>th</sup> Grade Students	\$200-\$300
Purchase of a Tree for the Winthrop School	

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE  
ACCEPT THE DONATION FROM THE WINTHROP 5TH GRADE STUDENTS IN  
THE AMOUNT OF \$200-300 FOR THE PURCHASE OF A TREE FOR THE  
WINTHROP SCHOOL.**

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.  
Unanimously approved by 6 members present.**

Thank you to the 5th grade class at Winthrop Elementary for your generous support!

EdFund Grant	\$17,211.65
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MRMS Fitness Room Spin Bikes & Heart Tech Monitoring

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM EDFUND IN THE AMOUNT OF \$17,211.65 FOR THE MRMS FITNESS ROOM SPIN BIKES AND HEART TECH MONITORING.**

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.  
Unanimously approved by 6 members present.**

EdFund Grant	\$24,637.00
Cutler Elementary School-Creating Sensory Supportive Classrooms for All Learners	

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM EDFUND IN THE AMOUNT OF \$24,637.00 TO SUPPORT CUTLER SCHOOL SENSORY SUPPORTIVE CLASSROOMS FOR ALL LEARNERS.**

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.  
Unanimously approved by 6 members present.**

Thank you to EdFund for both contributions to Cutler Elementary school. Your continuous and generous support is appreciated!

**8. Other**

- Topics for Next Meeting
  - School Committee will meet Wednesday, 06/27/2018 at 6:30 pm in administrative offices for retreat; food & beverages will be provided.

**9. Vote to Adjourn**

9:30pm

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE  
ADJOURN AT 9:04 PM.**

**MOTION by Kerry Gertz; SECONDED by Gene Lee.  
Unanimously approved by 6 members present.**

**The Hamilton Wenham Regional School District  
School Committee Retreat  
Buker Elementary School Administration Offices  
Wednesday, June 27, 2018 6:30 PM**

**Present:**

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

**Also Present:**

Michael Harvey, Superintendent  
Kevin Fahey, Retreat Facilitator

**1. Call to Order**

**6:30pm**

David Polito calls the meeting to order at 6:44 pm.

Kevin Fahey, coordinator/mediator for meeting this evening. Mr. Fahey has extensive educational background, specifically coordinating educational leadership programs.

**2. Goals for Meeting**

- a. Develop agreements about group practice
- b. Clarify and build a shared understanding of the differences between “committee and administration” work

Kevin reviews the retreat agenda for the evening. Provides overview of the activities and the ultimate goals desired from the meeting.

**3. Who are we? What will we learn together?**

- a. Introductions, review agenda, goals
- b. The most important job of the School Committee is...

School Committee Members introduce themselves, their day jobs, and what they believe to be the most important role of the School Committee.

**4. What do we need from each other to do our best work?**

- a. Some thoughts about norms
- b. Individual → pair → small group → agreements

This is “the norm conversation”. The end product of this activity will be the solidification of 6 written norms for the group, which will ultimately create a higher functioning group.

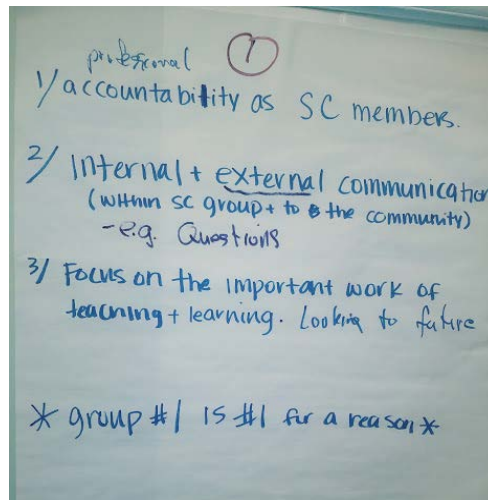
Process follows the steps below:

- Each School Committee member will work individually to develop their 3 most important norms (norms can also be defined as what members need from each other);

- School Committee members pair up and consolidate their lists into 3 norms;
- School Committee members split into 2 groups (4 members each) and further consolidate their lists into 3 norms. Each group writes the agreed on norms on the provided post its;
- School Committee members then have the opportunity to ask one another about the norms they have shared:
  - Michelle Bailey asks about Group 1's norm #3, "Focus on the important work of teaching and learning". Stacey Metternick explains this norm as a way to focus on forward thinking and growth.
  - David Polito asks about Group 1's norm #1, "Accountability as School Committee members". Jeanise Bertrand explains that this norm is about demonstrating respect for other School Committee members, showing up on time, remaining in consistent communication should you find yourself running behind, etc. Gene Lee adds that this is particularly crucial with regards to warrant meetings. Kerry Gertz adds her interpretation as knowing and honoring one's role.
  - Kevin Fahey asks about Group 2's norm #2, "Respect". David Polito talks about respect meaning the way we treat each other, other bodies/entities, the way we interact with community members. David further explains that this is also known as professional accountability, as School Committee members should be consistently following through with all their responsibilities. Respect also entails not speaking over one another, and allowing space for others to finish thoughts and ideas. Michelle Bailey points out there is no established policy guiding members speaking during meeting.
  - Kerry Gertz asks about Group 2's norm #1, "Information for informed decision making". Michelle Bailey elaborates on this norm, explaining that Peter Wolczik had mentioned the Turf Field project, and the fact that it is not easy to find information about the background/history of this project. Kevin Fahey suggests adding the word "relevant" to this norm, as it is possible, also, to have too much information.
    - Kerry Gertz points out that Group 1's norm #3 and Group 2's norm #1 intersect ("Focus on the important work of teaching and learning" & "Information for informed decision making")
    - Stacey Metternick and Jeanise Bertrand point out that Group 1's norm #2 and Group 2's norm #1 are very similar ("Internal & external communication [within school committee and with community]" & "Information for informed decision making")
    - Peter Wolczik points out that, in addition to the similarities pointed out in the bullet above, that we can also consider the similarities for Group 1's norm #3 ("Focus on the important work of teaching and learning")
    - Discussion regarding how similar and intersecting all norms written are. Kevin Fahey asks if any group members adamantly disagree with any of the norms written (no disagreement).

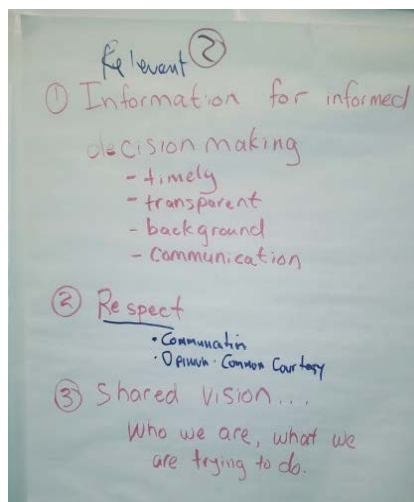
### **Group 1 Norms**

1. Professional accountability as School Committee members;
2. Internal and external communication - within School Committee and to the community (e.g. questions)
3. Focus on the important work of teaching and learning. Looking to future.



### Group 2 Norms

1. Relevant information for informed decision making
  - a. timely
  - b. transparent
  - c. background
  - d. communication
2. Respect- communication, common courtesy
3. Shared vision - who we are, what we are trying to do

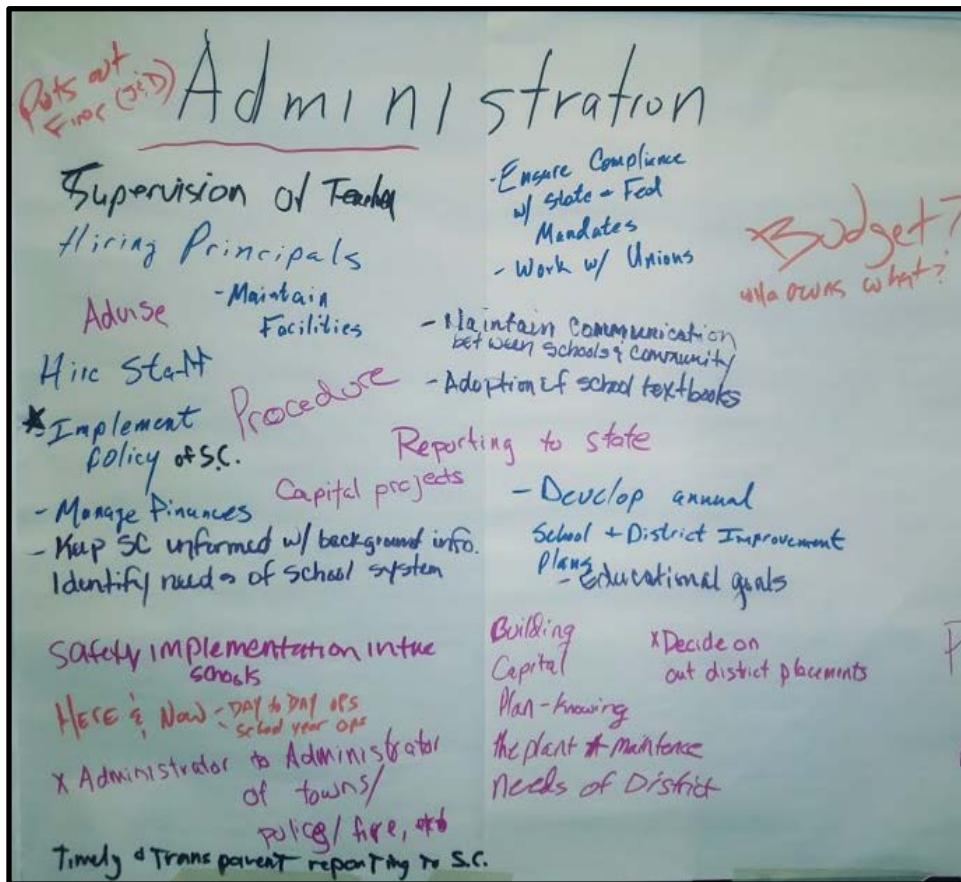


### 5. What is School Committee work? Administration work? Where are the questions?

#### a. Chalk Talk Exercise - Whole Group

Kevin Fahey explains this process as a brainstorm. Every member will grab a marker and write their thoughts in response to the question: "What is the work of administration/ and what is the work of the school committee?" Also included is the questions section- the responsibilities that are expected, but are either shared responsibilities or responsibilities that are not clearly designated to either administration or the School Committee.

# Administration

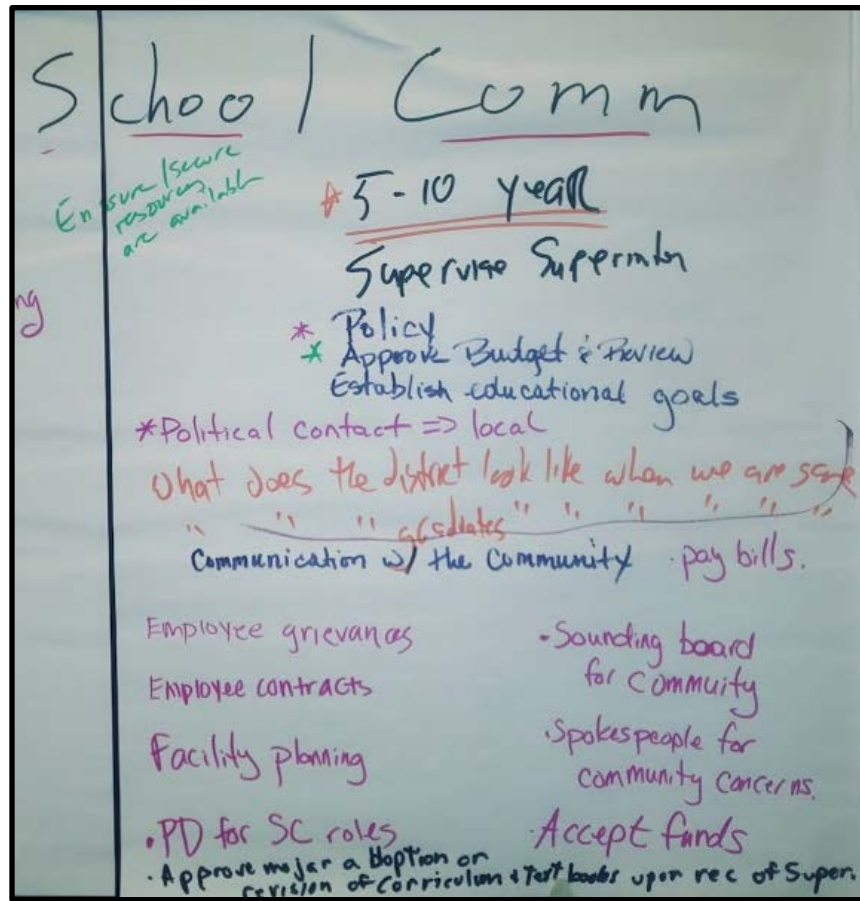


- Supervision of teachers
- Hiring principals
- Maintaining facilities
- Advise
- Hire staff
- Implement policy of school committee
- Procedure
- Manage finances
- Capital projects
- Keep SC informed with background information
- Identify needs of school system
- Safety implementation in the schools
- 'Here and now' - day to day operations, school year operations
- Administrator to Administrator of towns/ policy/ fire etc.
- Timely & transparent reporting to School Committee
- Ensure compliance with state and federal mandates
- Work with unions
- Maintain communication between schools and community
- Adoption of school textbooks
- Reporting to state
- Develop annual school and district improvement plans
- Educational goals

- Building
- Capital
- Plan knowing
- Planning and maintenance

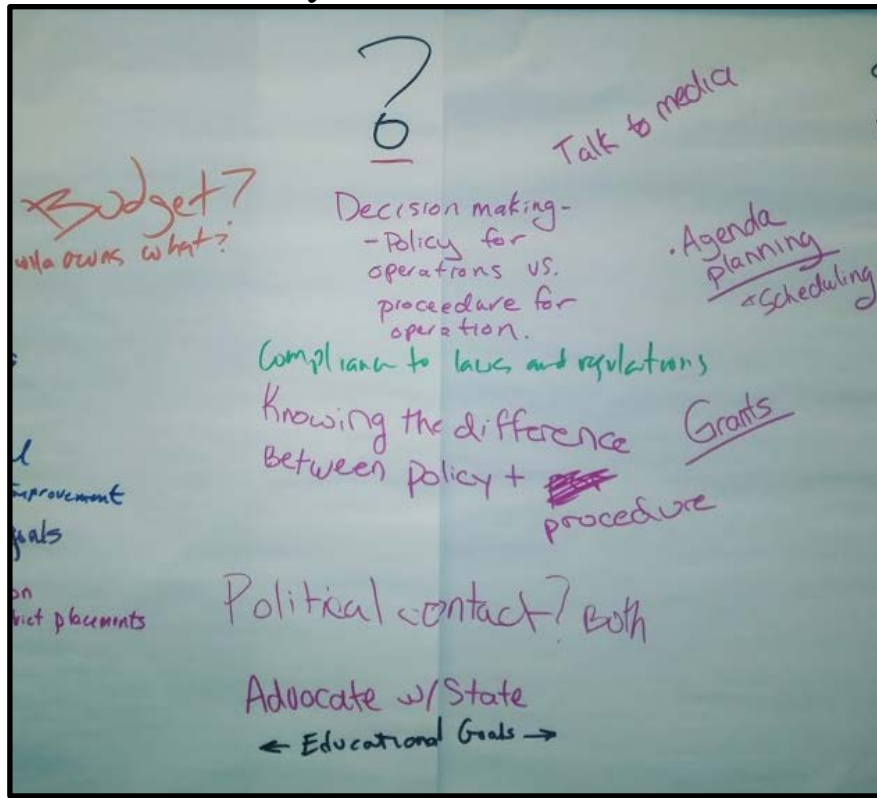
- Needs of district
- Decide on Out-of-District placement
- "Puts out fires"

## School Committee



- Ensure/ secure resources are available
- 5-10 year commitment
- Supervise Superintendent
- Policy
- Approve budget & review budget
- Establish educational goals
- Political contact - local
- What does district look like when we are gone?
- Communication with the community
- Sound board for community
- Pay Bills
- Spokespeople for community concerns
- Accept funds
- Employee grievances
- Employee contracts
- Facility planning
- PD for SC roles
- Approve major adoption on revision of curriculum and textbooks upon rec. of Superintendent.

# Questionable



- Talk to media
- Decision making
- Policy for operations vs. procedure for operation
- Compliance to laws and regulations
- Knowing the difference between policy and procedure
- Grants
- Political contact
- Advocate with state
- Educational goals
- Agenda planning
- Scheduling
- Budget who owns what?

School Committee members have a broader discussion on overall trends they notice through the written responsibilities.

Michelle asks, and Dr. Harvey talks about weekly or more meetings with Teachers' Union. AS an example, the last day of school is a half day to avoid employee grievances.

Michelle asks about district improvement plan, and Dr. Harvey speaks about administration taking this on. Dr. Harvey also mentions role in strategic planning.

Jeanise asks about the ? "decisions making policy for operations versus procedures". Michelle explains that decision making is a shared responsibility, hence she wrote it in this category.

Discussion regarding media inquiries. Jeanise says she is occasionally contacted. Members agree that this responsibility is subject specific. Discussion: local inquiries can be handled by committee members, and global/national can be handled by Dr. Harvey. Dr. Harvey meets

regularly with Chronicle reporters, and was contacted by The Salem Evening News last week about the user fees.

David talks about the “budget- who owns what” responsibility. He intentionally wrote it between administrative and questionable columns. Jeanise adds that administration is needed to report to School Committee, and School Committee will not know the detailed aspects of budget unless administration reports this to them.

Further discussion regarding budget, with Jeanise recommending that members ask questions. Michelle and Stacey state their frustration with not being able to ask questions about more detailed budget information.

Kevin Fahey asks for clarification on the definition of shared/ separated roles in the budget process.

Discussion regarding opening up line item discussion to public form, with David stating this could take days. Stacey disagrees and thinks there should be a better communication of needs. David states School Committee members have access and they have every right to bring it up during these meetings and discussions around the budget. School Committee members embark on a passionate exchange of ideas around issues relating to the transparency of the budget process.

Kevin Fahey acknowledges School Committee members’ dedication to this subject, and asks given the nature of the conversation and strong feelings about it, “moving forward, what do you need from each other to do your best work?”

David points out that he heard Stacey say that she needed the budget information in different form. Moving forward, David suggests, we can implement practices in order to see needed documents beforehand. Stacey mentions the process should start earlier.

Discussion regarding budget timeline, with Kerry intervening that this is a specific issues and suggests moving to the larger conversation regarding norms.

Discussion regarding School Committee’s responsibility in determining priorities. Gene Lee points out that the towns want District to prioritize OPEB, but it then becomes the School Committee’s responsibility to make that a priority.

Discussion regarding trust issues and the miscommunication/misunderstanding of Towns and District.

David states that a clear understanding of long term goals is needed in order to have a deeper understanding and move forward in the right direction when the school year begins.

[specific issue discussion (budget) continue]

Discussion regarding different working environments and different preferences on being alerted to changing agendas or availability of documents. David states he has set up alerts on his laptop, but understands others may not employ a similar strategy, or not find it helpful.

## **6. Final Words? Thought? Reflection?**



Most members pass, however members who offered thoughts are summarized below:

Kerry: First time participating in a meeting styled like this, and it shows we can come to agreement.

Jeanise: I appreciated what was said. The things we wrote out and talked about and we should all take time to be reflective and take this responsibility of being the voice for community seriously

David: Thank you everyone for coming. This is the way I think and operate in a lot of things. I take this all very seriously. I have love and admiration for this district. I found this helpful, and helps me to do my job better.

Kevin Fahey: Thank you all for being so welcoming and having me here this evening!

**August 1st 7:00 pm: set goals**

**August 29th 7:00 pm: vote on goals**

David will email current goals to all School Committee members, and per request of Stacey, he will also email about the superintendent review process.

**7. Adjournment**

**9:00pm**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE  
ADJOURN AT 9:06 PM.**

**MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand.  
Unanimously approved by 7 members present.**

**The Hamilton Wenham Regional School District  
School Committee Meeting  
Buker Elementary School Multi-Purpose Room  
Wednesday, August 1, 2018 7:00 PM**

**Present:**

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

**Also Present:**

Michael Harvey, Superintendent  
Jeffrey Sands, Assistant Superintendent

**1. Call to Order**

7:00pm

Mr. Polito calls the meeting to order at 7:05 pm.

**2. Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

**3. Consent Agenda**

- A. Warrants
- July 18, 2018

Exhibit A

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE  
APPROVE THE CONSENT AGENDA INCLUDING WARRANTS FROM 07/18/2018.**

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

**4. Citizens' Comments**

*Anne Gero, 180 Asbury Street, Hamilton:* Appearing as member of the Hamilton Waste Reduction Committee, and by suggestion of the Hamilton Board of Selectmen. The Waste Reduction Committee is respectfully requesting the School Committee support composting in the Middle School and High School. Ms. Gero reviews history of composting in Hamilton/Wenham Schools, and points to the reasons why program was not maintained. Ms. Gero and the Waste Reduction Committee suggest a pilot program to begin composting in the kitchen only, and with support, eventually expanding the program to students as well.

**5. Chair's Report**

- Superintendent evaluations are due back from School Committee members by Friday, August 10. Mr. Polito will send out a reminder email with a link to information.
- Thank you to Jeffrey Sands and his team for providing prompt information regarding prior school year. This allows School Committee ample time to complete Superintendent evaluations.

- Thank you again to Jeffrey Sands for keeping District in compliance while filling the Assistant Treasurer position.
- Thank you to Leslie Davidson for her role as Assistant Treasurer, and her many years of service to the School District and Towns. Leslie will be missed! The Assistant Treasurer position has been posted on School Spring, multiple job boards, and the Salem Evening News. Mr. Sands has also reached out to Powers & Sullivan accounting firm for referrals.
  - Ms. Bailey inquires about whether this position was posted in MASBO and/or MMA. Mr. Sands states that he is happy to post the position if School Committee directs him to do so.
  - Ms. Bailey asks if there was a reason that the School Committee was not consulted about the posting of this job. Mr. Polito explains that Leslie Davidson is vacating role on Friday, August 3rd and the job duties/expectations are clearly defined.
  - Ms. Bailey asks if the town of Hamilton has been consulted. Mr. Sands states that neither town is in a position to help with this task.

## 6. Superintendent's Report

- Arbitrator has ruled in District's favor in the *Custodial Union Grievance*. This case addressed District's use of substitutes to cover custodian's absences during regular shifts. Union's position argued the District would only employ substitutes **after** shifts were offered as overtime to union members. Independent arbitrator heard two days of testimony and issued her ruling on July 11th. This ruling, as well as the summary from Attorney Stonberg is included in the [School Committee Packet](#) (Exhibit B and Exhibit B1). Dr. Harvey summarizes the ruling: District is able to continue practice allowing substitutes to fill in during the absence of custodians.
- On July 14, the MSBA notified Dr. Harvey that the Cutler School Statement of Interest moved forward to the *Senior Study Site Visit*. There were over 80 building project applications submitted to the MSBA this year, 20 of which are moving forward. The Senior Study Site Visit is currently scheduled for early October, and will involve MSBA staff and senior architectural consultants touring Cutler, reviewing the identified deficiencies, and discussing the impact with district leadership. The decision to move forward to the final feasibility study phase will occur in January/February 2019.

## 7. New Business

### A. End of FY 18 Close

Exhibit C

Mr. Sands thanks the entire team involved in the FY18 close. Reviews presentation prepared for School Committee:

- Comprehensive Year End Closing Process for FY18 has been completed as of July 27, 2018.
- As a result, the District has ended the Fiscal Year \$8,166 or 0.027% favorable to Budget. Said differently, the District expended 99.973% of the funds that were appropriated for FY18.
- Review of the DESE Budget Categories for FY18. Mr. Sands details each category and the savings or expenditures attributable to either the favorable/ unfavorable amounts at year end.
  - Administration
  - Capital, Operations, Maintenance

- Guidance, Counseling, Testing
- Instructional Material
- Instructional Leadership
- Insurance, Retirement, Other
- Other Teaching Services
- Professional Development
- Pupil Services
- Teachers
- Tuitions - discussion of Circuit Breaker Revolving account, how funds are budgeted, and process by which funds are reimbursed/used.

Discussion: budget, variances, incumbences, POs, etc.

- Mr. Sands details the proposed transferring of funds allowing each of the above categories to end favorably (listed on the “FY18 proposed budget transfers by DESE category” [08/01/2018 School Committee Packet](#), Exhibit C, page 43).

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE FY18 OPERATING EXPENSE BUDGET TRANSFERS AS RECOMMENDED HEREIN BY THE ASSISTANT SUPERINTENDENT OF FINANCE & ADMINISTRATION AND AS PRESENTED ON THE PREVIOUS SLIDE ENTITLED “PROPOSED BUDGET TRANSFERS BY DESE CATEGORY”.**

**MOTION by Peter Wolczik; SECONDED by Jeanise Bertrand.**

Discussion: Ms. Bailey reiterates her repeated requests asking to have this information sooner. Although she understands the process, the Department of Revenue/Division of Local Services clearly stated that closing of FY needs to be completed by July 15th. Discussion regarding this timeline, with Mr. Sands stating there is no law requiring School Districts to complete transfers by this day.

**Unanimously approved by 5 members present.**

On May 7, 2015, the School Committee voted to establish *Regional Transportation Reimbursement Fund*. Mr. Sands is proposing that *Transportation Chapter 71 Revenue Account* balance of \$12,662.00 is transferred to the *Regional Transportation Reimbursement Fund*.

Discussion: Mr. Sands explains the unused funds remaining in the *Transportation 71 Revenue Account* are returned to E&D in the subsequent year. Further discussion regarding reserve accounts, line item transfers, E&D account (perceptions and reality), stabilization funds, effective budget management, etc.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE FY18 REGIONAL TRANSPORTATION TRANSFER AS RECOMMENDED HEREIN BY THE ASSISTANT SUPERINTENDENT OF FINANCE & ADMINISTRATION AND AS PRESENTED ON THE PREVIOUS SLIDE ENTITLED “PROPOSED REGIONAL TRANSPORTATION TRANSFER”.**

**MOTION by Peter Wolczik; SECONDED by Michelle Bailey.**

**Unanimously approved by 5 members present.**

- Mr. Sands expresses his gratitude to the School Committee for their support, and concludes the budget presentation.
- FY18 Annual Audit with Powers & Sullivan is underway, and the annual audit presentation will occur in October, 2018 (likely the 2nd week).
- District will submit E&D for certification to MA DOR by October 31st, as required.

**B. Grounds & Maintenance Agreement**

Exhibit D

Mr. Sands provides background: District worked with Hamilton and Wenham and in October, 2015 developed and signed agreement to provide lawn cutting services and basic lawn maintenance. The town of Hamilton withdrew from this agreement in December 2017. Peter Lombardi and Bill Tyack have agreed to provide maintenance to elementary schools, the details of which are included in the School Committee packet. The agreement was put before the Wenham Board of Selectmen in July, however, the Board requested support from the School Committee before signing.

Ms. Bertrand inquires whether the replacement of Town Manager changes anything, with Mr. Sands and Dr. Harvey clarifying that the Town has already withdrawn from agreement and therefore nothing changes.

Mr. Lee asks about snow plowing, and other winter related maintenance. Mr. Sands details the winter maintenance for the District.

Mr. Sands understands the Wenham Board of Selectmen would like School Committee's official vote in support of the new agreement.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE SUPERINTENDENT DR. HARVEY TO SIGN THE GROUNDS MAINTENANCE AND GENERAL CLEANUP AGREEMENT WITH THE TOWN OF WENHAM FOR THE TIME PERIOD BEGINNING JUNE 25, 2018 AND TO REMAIN IN EFFECT UNTIL CANCELLED BY EITHER PARTY WITH COMPENSATION NOT TO EXCEED \$20,000.00 PER FISCAL YEAR TO MAINTAIN GROUNDS AND FIELDS AS SPECIFIED AT THE FIVE SCHOOLS.**

**MOTION by Peter Wolczik; SECONDED by Jeanise Bertrand.  
Unanimously approved by 5 members present.**

Thank you to the Town of Wenham for continued service and dedication to our schools!

**C. Timeline for Superintendent's Review**

Exhibit E

Mr. Polito discusses the process for timeline review as detailed in Exhibit E, adding that he will send out an email with further information.

**D. School Committee Goals 2018-2019**

Discussion regarding developing School Committee Goals and feasibility in addressing the breadth of this discussion in tonight's meeting.

School Committee members offer opinions on goal priorities, some of which include:

- Turf Field project

- Master Plan
- Communication
- Beyond level services
- Longmeadow
- Tennis courts
- Athletic fees
- Capital expenses
- Regional agreement
- School safety
- OPEB
- Stakeholder involvement - Board of Selectmen & FinComs

Discussion regarding the need for a meeting to discuss goals more in depth. August 29th is the first day of school, but an entire meeting is necessary to completely dedicate time to discuss these goals. Goal discussion will be tabled until August 29th, with a facilitator needed.

#### E. Open Meeting Law Complaint

Open Meeting Law complaint stemming from June 20th meeting where a text message accidentally went to everyone in the School Committee. A complaint was filed, Mr. Polito spoke with Dr. Harvey, and they referred to counsel, Naomi Stonberg. On July 26th, Ms. Stonberg suggested Ms. Bertrand issue an apology at a public meeting, and opined that this public apology would resolve the issue. Mr. Polito explains that Ms. Bertrand did immediately apologize for the text.

Ms. Bertrand admits her mistake and offers another apology. States that she should be paying more attention, and apologizes for any grief it has caused to any School Committee members.

Mr. Polito apologizes on behalf of the School Committee and suggests revisiting committee norms, specifically that electronic communications should be minimal.

Ms. Bailey asks who will write a response to the AG regarding the OML violation.

Discussion regarding procedure and sending a response, with members ultimately deciding that Mr. Polito will reach out to Naomi Stonberg to ask she send response.

Ms. Bailey asks why this information was not provided in Dropbox and further states that the text in question was unprofessional and inappropriate. Would like to respectfully remind all members to remain professional and courteous at all times.

Discussion regarding meeting norms and maintaining collegial relationships. Mr. Polito reminds committee that the text was not an issue of private deliberations, but rather a personal text that referenced a committee member.

Further discussion regarding the context of the text message being sent, with Ms. Bertrand stating that the message would have been delivered to everyone normally included on the group text about coordinating attendance at warrant meetings. Discussion continues regarding the context of message, with explanation of the agreement reached at the subcommittee meeting.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE NAOMI STONBERG TO RESPOND TO THE OPEN MEETING LAW COMPLAINT WITHIN 14 BUSINESS DAYS OF TODAY, AND TO SEND A FINAL REPORT TO THE SCHOOL COMMITTEE.**

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

F. Donations

Exhibit F

Miles River Middle School Class of 2018 has generously donated a Raised Garden Bed (estimated value of \$400.00), approximately 4x10 in order to enhance the outdoor classroom area. This raised garden bed was constructed by student council with assistance from the school facilities department. The bed will be planted and maintained by student council representatives.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE MILES RIVER MIDDLE SCHOOL CLASS OF 2018 OF THE RAISED GARDEN BED, WITH AN ESTIMATED VALUE OF \$400.00.**

**MOTION by Peter Wolczik; SECONDED by Jeanise Bertrand.  
Unanimously approved by 5 members present.**

Thank you to the Miles River Middle School Class of 2018! This is an amazing, generous, and living gift! Generous donations like these are what makes our schools so excellent.

**8. Other**

- Topics for Next Meeting 08/29/2018
  - School Committee Goals 2018-2019
- Topics for Future Meetings, Dates TBD
  - Executive Session to discuss Contract Negotiations
  - Longmeadow discussion/ status update

**9. Vote to Adjourn**

9:00pm

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE  
ADJOURN AT 9:24 PM.**

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

Warrant Working Group

June 20, 2018

Center School, 5 School Street, Wenham, MA

Present: David Polito, Kerry Gertz, Jeanise Bertrand

Also present: Don Gallant, HWRSD Treasurer

Meeting Called to order at 6:40 by David Polito

The following warrants were approved:

1. Voucher 53:	\$	12,142.55
2. Voucher 1098:	\$	1,071,028.04
3. Voucher 1099:	\$	112,909.21
4. Voucher 2523:	\$	3,536.00
5. Voucher 2524:	\$	18,342.16
6. Voucher 2525:	\$	1,399.29
7. Voucher 2526:	\$	985.00
8. Voucher 2527:	\$	958.93
9. Voucher 2528:	\$	3,795.73
10. Voucher 2529:	\$	645.50
11. Voucher 2532:	\$	21,876.98
12. Voucher 2533:	\$	93,695.26
13. Voucher 2534:	\$	78,976.63

Rollcall Vote: All approve.

Motion: I move that we approve the minutes of June 20, 2018 as prepared. Motion – Polito, Second - Bertrand, Unanimously Approve.

Move to adjourn: 6:55 pm. Motion - Polito, Second - Lee. Unanimously Approved.

Respectfully submitted,

David Polito



**HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER**

Voucher No: 2524

Voucher Date: 05/24/2018

Prepared By:

*W. Capozzi*  
Printed: 06/11/2018 11:10:35 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$18,342.16 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Kevin G. [Signature]*  
School Committee Member

2 *[Signature]*  
School Committee Member

3 *[Signature]*  
School Committee Member

Jeffrey Santos Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	\$18,342.16
		<b>\$18,342.16</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2525

Voucher Date: 06/06/2018

Prepared By:

W. Capozzi  
Printed: 06/11/2018 11:14:03 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$1,399.29 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant  
Donald E. Gallant Treasurer

Leslie Davidson  
Leslie Davidson Assistant Treasurer

1 Kenzy J. [Signature]  
School Committee Member

2 [Signature] [Signature]  
School Committee Member

3 [Signature]  
School Committee Member

Jeffrey Santos  
Jeffrey Santos Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$1,399.29
	<b>\$1,399.29</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2527

Voucher Date: 06/06/2018

Prepared By:

*W. Capozzi*  
Printed: 06/11/2018 11:19:28 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$958.93 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Kevin J. [Signature]*  
School Committee Member

*James Belk*  
2 School Committee Member

*[Signature]*  
3 School Committee Member

*Jeffrey Sande*  
Jeffrey Sande Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$958.93
	<b>\$958.93</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2526

Voucher Date: 06/06/2018

Prepared By:

*W. Capozzi*  
Printed: 06/11/2018 11:11:55 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$985.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

*Kenya*  
School Committee Member

*Seamus Boivin*  
School Committee Member

3

School Committee Member

Jeffrey Sells

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$985.00
	<b>\$985.00</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2528

Voucher Date: 06/11/2018

Prepared By:

*H. Capozzi*  
Printed: 06/11/2018 11:39:50 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$3,795.73 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

*Kenny Jr*  
School Committee Member

*2 Betty Beut*  
School Committee Member

*3*  
School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$3,795.73
	<b>\$3,795.73</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2529

Voucher Date: 06/12/2018

Prepared By:

*W. Capozzi*  
Printed: 06/13/2018 11:19:13 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$645.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Kevin J. [Signature]*  
School Committee Member

*Clara [Signature]*  
2 School Committee Member

*[Signature]*  
3 School Committee Member

*Jeffrey [Signature]*  
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$645.50
	<b>\$645.50</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2523

Voucher Date: 05/23/2018

Prepared By:

*W. Capozzi*  
Printed: 06/11/2018 11:08:56 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$3,536.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Kenyon*  
School Committee Member

*Heather Burt*  
2 School Committee Member

*[Signature]*  
3 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$3,536.00
	<b>\$3,536.00</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2532

Voucher Date: 06/22/2018

Prepared By:

*Donald E. Gallant*

Printed: 06/20/2018 01:40:20 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$21,876.98 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson

Assistant Treasurer

*James B. B. B.*  
1 School Committee Member

*Kevin J. J.*  
2 School Committee Member

*W. G.*  
3 School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
701 CAFETERIA FUNDS	\$21,876.98
	<b>\$21,876.98</b>



# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2533

Voucher Date: 06/22/2018

Prepared By: *Donald E. Gallant*

Printed: 06/20/2018 01:45:46 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$93,695.26 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

1

School Committee Member

2

School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund		Amount
001	GENERAL FUND	\$53,302.68
100	PRIOR YEAR ENCUMBRANCES	\$15,000.00
202	REVOLVING FUNDS	\$336.29
205	ATHLETIC/EXTRA CURR REVOLVING	\$9,776.80
301	TITLE I	\$996.59
402	STATE GRANTS FY EVEN YEARS	\$1,104.43
502	PRIVATE GRANTS & GIFTS	\$7,567.47
722	SCHOOL NUTRITION EQUIPMENT ASSISTANCE	\$5,611.00
		<b>\$93,695.26</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2532

Voucher Date: 06/22/2018

Prepared By:

*Donald E. Gallant*

Printed: 06/20/2018 01:40:20 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$21,876.98 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson

Assistant Treasurer

*Deanna B. Stuebel*  
1 Deanna B. Stuebel School Committee Member

*Kevin J. [Signature]*  
2 Kevin J. [Signature] School Committee Member

*[Signature]*  
3 [Signature] School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
701 CAFETERIA FUNDS	\$21,876.98
	<b>\$21,876.98</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 53

Voucher Date: 06/22/2018

Prepared By:

*Donald E. Gallant*

Printed: 06/20/2018 02:33:35 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$12,142.55 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

*Leslie Davidson*  
Leslie Davidson Assistant Treasurer

*Kenney Jr*  
1 School Committee Member

*Kenney Jr*  
2 School Committee Member

*Alice Barto*  
3 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$8,394.15
202	REVOLVING FUNDS	\$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$1,961.73
301	TITLE I	\$433.65
302	94-142 IDEA 240	\$1,253.29
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$99.73
701	CAFETERIA FUNDS	\$0.00
		<b>\$12,142.55</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1098

Voucher Date: 06/22/2018

Prepared By:

*Donald E. Gallant*

Printed: 06/20/2018 02:22:29 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$1,071,028.04 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant

Treasurer

*Leslie Davidson*  
Leslie Davidson

Assistant Treasurer

1

*Leslie Davidson*

School Committee Member

2

*Kevin J. [Signature]*

School Committee Member

3

*Jeffrey Sands*

School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
001 GENERAL FUND	\$1,071,028.04
	<b>\$1,071,028.04</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1099

Voucher Date: 06/22/2018

Prepared By:

*Diana Gallant*

Printed: 06/20/2018 02:29:19 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$112,909.21 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant

Treasurer

*Leslie Davidson*  
Leslie Davidson

Assistant Treasurer

1

*[Signature]*

School Committee Member

2

*[Signature]*

School Committee Member

3

*[Signature]*

School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
001 GENERAL FUND	\$112,909.21
	<b>\$112,909.21</b>

Warrant Working Group

July 03, 2018

Center School, 5 School Street, Wenham, MA

Present: David Polito, Gene Lee, Michelle Bailey

Also present: Don Gallant, HWRSD Treasurer

Meeting Called to order at 4:40 by David Polito

The following warrants were approved:

1. Voucher 1100:	\$ 341,803.87
2. Voucher 1000:	\$ 531,059.94
3. Voucher 1:	\$ 7087.14
4. Voucher 2530:	\$ 310.00
5. Voucher 2531:	\$ 1,977.00
6. Voucher 2535:	\$ 57.75
7. Voucher 2536:	\$ 805.00
8. Voucher 2537:	\$ 220.00
9. Voucher 2538:	\$ 703.00
10. Voucher 2539:	\$ 366.00
11. Voucher 2540:	\$ 12,246.43
12. Voucher 2541:	\$ 3,718.22
13. Voucher 2542:	\$ 16,539.61
14. Voucher 2543:	\$ 256,696.52
15. Voucher 2544:	\$ 99,182.62
16. Voucher 2600:	\$ 963,582.44

The misspelling of Leslie Chapdelaine's last name will be corrected.

Rollcall Vote: All approve.

Motion: I move that we approve the minutes of June 20, 2018 as prepared. Motion – Polito,  
Second - Bailey, Unanimously Approve.

Move to adjourn: 5:02 pm. Motion - Polito, Second - Lee. Unanimously Approved.

Respectfully submitted,

David Polito

**HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER**

Voucher No: 1100

Voucher Date: 06/27/2018

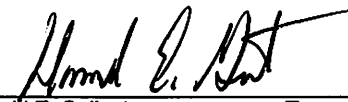
Prepared By:



Printed: 06/27/2018 10:36:37 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$341,803.87 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant

Treasurer

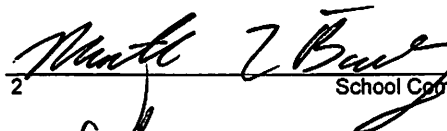
Leslie Davidson

Assistant Treasurer




1

School Committee Member



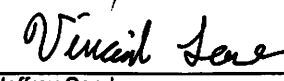
2

School Committee Member



3

School Committee Member

~~Jeffrey Sands~~~~Assistant Superintendent for~~

Vincent Leone

~~Admin. and Finance~~

Dir. of Acc. &amp; Payroll

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$341,803.87
	<b>\$341,803.87</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1000

Voucher Date: 07/06/2018

Prepared By:

*Donald E. Gallant*

Printed: 07/03/2018 02:54:51 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$531,059.94 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*  
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

*Cecilia*  
1

School Committee Member

*Marc Z. Barab*  
2

School Committee Member

*J. J.*  
3

School Committee Member

*Vincent Leone*

~~Jeffrey Sands~~  
Vincent Leone

~~Assistant Superintendent for~~  
~~Admin. and Finance~~  
Dir. of Acc. & Payroll

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT


Fund	Amount
001 GENERAL FUND	\$531,059.94
	<b>\$531,059.94</b>



# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

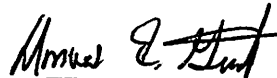
Voucher No: 1

Voucher Date: 07/06/2018 Prepared By:

  
Printed: 07/03/2018 03:26:03 PM

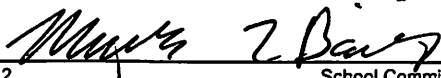
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$531,059.94 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

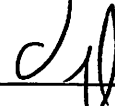
I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

  
1 School Committee Member

  
2 School Committee Member

  
3 School Committee Member

  
~~Jeffrey Sands~~ Assistant Superintendent for  
Vincent Leone Admin. and Finance  
Dir. of Acc. & Payroll

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
001 GENERAL FUND	\$ 2,227.67
100 PRIOR YEAR ENCUMBRANCES	\$ 4,500.48
301 TITLE I 305	\$ 358.99
	\$ 7,087.14

Created By: gallantd

Posted By: v.leone

Date: 07/03/2018 14:39:39

Pg 1

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2600

Voucher Date: 07/06/2018

Prepared By:




Printed: 07/03/2018 01:36:23 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$963,582.44 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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.

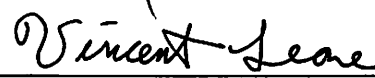
  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

  
1 School Committee Member

  
2 School Committee Member

  
3 School Committee Member

  
~~Jeffrey Sands~~ Assistant Superintendent for  
Vincent Leone Admin. and Finance  
Dir. of Accounting & Payroll

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund		Amount
001	GENERAL FUND	\$957,138.44
202	REVOLVING FUNDS	\$6,444.00
		<b>\$963,582.44</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2544

Voucher Date: 06/25/2018

Prepared By:

*Donald E. Gallant*  
Printed: 07/03/2018 01:07:05 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$99,182.62 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Carol*  
1 School Committee Member

*Mark T. B...*  
2 School Committee Member

*JD*  
3 School Committee Member

*Vincent Leone*  
~~Jeffrey Sands~~ Assistant Superintendent for  
~~Vincent Leone~~ Admin. and Finance  
Dir. of Acc & Payroll

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$77,550.41
202	REVOLVING FUNDS	\$3,286.65
205	ATHLETIC/EXTRA CURR REVOLVING	\$3,493.25
302	94-142 IDEA 240	\$6,535.00
402	STATE GRANTS FY EVEN YEARS	\$4,689.56
502	PRIVATE GRANTS & GIFTS	\$2,627.75
722	SCHOOL NUTRITION EQUIPMENT ASSISTANCE	\$1,000.00
		<b>\$99,182.62</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2542

Voucher Date: 06/25/2018

Prepared By:

*David B. Smith*  
Printed: 07/03/2018 12:52:21 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$16,539.61 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Leslie Davidson*  
1 School Committee Member

*John J. [Signature]*  
2 School Committee Member

*Michael [Signature]*  
3 School Committee Member

*Vincent Leone*  
~~Jeffrey Sands~~ Assistant Superintendent for  
Vincent Leone Admin. and Finance  
Dir. of Acc. & Payroll

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
701 CAFETERIA FUNDS	\$16,539.61
	<b>\$16,539.61</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2543

Voucher Date: 06/25/2018

Prepared By: Donald E. Gallant

Printed: 07/03/2018 01:19:48 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$256,696.52 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Michael T. Bouch  
School Committee Member

2 Cerv  
School Committee Member

3 Vincent Leone  
School Committee Member

Vincent Leone  
Jeffrey Sando Assistant Superintendent for  
Admin. and Finance  
Dir. of Acct Payroll

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund		Amount
001	GENERAL FUND	\$246,828.79
100	PRIOR YEAR ENCUMBRANCES	\$1,670.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$195.00
302	94-142 IDEA 240	\$4,756.58
402	STATE GRANTS FY EVEN YEARS	\$3,246.15
		<b>\$256,696.52</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2530

Voucher Date: 06/15/2018

Prepared By:

*D. Capozzi*  
Printed: 06/20/2018 12:11:15 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$310.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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.

*Dorland E. Gallant*  
Dorland E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Michael Z. Boring*  
School Committee Member

*JU*  
2 School Committee Member

*Jeffrey Sands*  
3 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$310.00
	<b>\$310.00</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2531

Voucher Date: 06/18/2018

Prepared By:

*W. Capozzi*  
Printed: 06/20/2018 12:13:19 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$1,977.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Michelle Z. Bantz*  
1 School Committee Member

*J.P.*  
2 School Committee Member

*Jeffrey Sands*  
3 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$1,977.00
	<b>\$1,977.00</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2535

Voucher Date: 06/20/2018

Prepared By:

*A. Capozzi*  
Printed: 06/21/2018 09:16:56 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$57.75 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Mark A. Day*  
1 School Committee Member

2 School Committee Member

3 School Committee Member

*Jeffrey Sands*  
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$57.75
	<b>\$57.75</b>



# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2536

Voucher Date: 06/20/2018

Prepared By:

*W. Capozzi*  
Printed: 06/21/2018 09:18:28 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$805.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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.

*Donall E. Gallant*  
Donall E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Mark Z. Brulj*  
1 Mark Z. Brulj School Committee Member

2 School Committee Member

3 School Committee Member

*Jeffrey Sands*  
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$805.00
	<b>\$805.00</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2537

Voucher Date: 06/21/2018

Prepared By:

*W. Capozzi*  
Printed: 06/21/2018 09:20:04 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$220.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Mike ZBaly*  
1 School Committee Member

*[Signature]*  
2 School Committee Member

*[Signature]*  
3 School Committee Member

*[Signature]*  
Jeffrey Santos Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$220.00
	<b>\$220.00</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2538

Voucher Date: 06/21/2018

Prepared By:

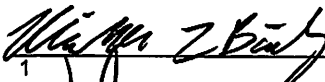
Printed: 06/21/2018 09:21:49 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$703.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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.

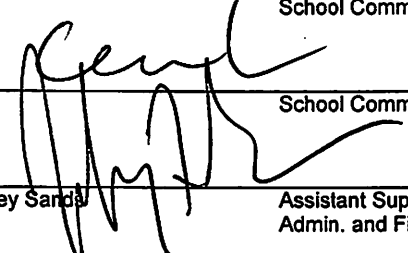
  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

  
1 School Committee Member

2 School Committee Member

3 School Committee Member

  
Jeffrey Sanda Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$703.00
	<b>\$703.00</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2539

Voucher Date: 06/22/2018

Prepared By:

*D. Capozzi*  
Printed: 06/26/2018 10:47:32 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$366.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Michelle Z. Burt*  
1 School Committee Member

*[Signature]*  
2 School Committee Member

*[Signature]*  
3 School Committee Member

*[Signature]*  
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$366.00
	<b>\$366.00</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2540

Voucher Date: 06/28/2018

Prepared By:

*H. Copozzi*  
Printed: 06/28/2018 09:45:30 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$12,246.43 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Mark Z. Baurig*  
School Committee Member

*Carol*  
2 School Committee Member

*Jeffrey Sands*  
3 School Committee Member

*Jeffrey Sands*  
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$12,246.43
	<u>\$12,246.43</u>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2541

Voucher Date: 06/28/2018

Prepared By:

*W. Capozzi*  
Printed: 06/28/2018 01:33:34 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$3,718.22 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Wanda Z. Bury*  
1 School Committee Member

*Cecilia*  
2 School Committee Member

*Jeffrey Sandis*  
3 School Committee Member

Jeffrey Sandis Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$3,718.22
	<u>\$3,718.22</u>

Warrant Working Group  
August 01, 2018  
Center School, 5 School Street, Wenham, MA

Present: David Polito, Gene Lee, Jeanise Bertrand  
Also present: Don Gallant, HWRSD Treasurer

Meeting Called to order at 6:47 by David Polito

The following warrants were approved:

- |                  |    |            |
|------------------|----|------------|
| 1. Voucher 2547: | \$ | 25,839.74  |
| 2. Voucher 2603: | \$ | 5,110.34   |
| 3. Voucher 1004: | \$ | 535,195.14 |
| 4. Voucher 3:    | \$ | 6,160.50   |
| 5. Voucher 1003: | \$ | 329,469.43 |
| 6. Voucher 2605: | \$ | 40,974.01  |
| 7. Voucher 2604: | \$ | 145,538.86 |

Rollcall Vote: All approve.

Motion: I move that we approve the minutes of August 01, 2018 as prepared. Motion – Polito,  
Second - Lee, Unanimously Approve.

Move to adjourn: 6:55 pm. Motion - Polito, Second - Lee. Unanimously Approved.

Respectfully submitted,

David Polito

**HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER**

Voucher No: 2603

Voucher Date: 07/18/2018

Prepared By:

*N. Capozzi*  
Printed: 07/18/2018 01:22:41 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$5,110.34 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant

Treasurer

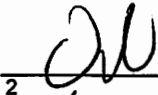
Leslie Davidson

Assistant Treasurer



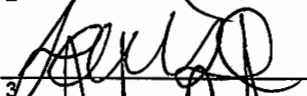
1

School Committee Member



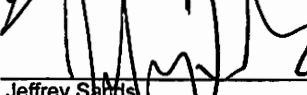
2

School Committee Member



3

School Committee Member



Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$5,110.34
	<b>\$5,110.34</b>



# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1003

Voucher Date: 07/31/2018

Prepared By:

*Donald E. Gallant*

Printed: 07/31/2018 02:08:43 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$329,469.43 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*  
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

*Carol*  
1 School Committee Member

*Patricia*  
2 School Committee Member

*JD*  
3 School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
001 GENERAL FUND	\$329,469.43
	<b>\$329,469.43</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 3

Voucher Date: 08/03/2018

Prepared By:

*Donald E. Gallant*  
Printed: 08/01/2018 03:00:22 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$6,160.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson

Assistant Treasurer

1

*Geen*  
School Committee Member

2

*Agate Bell*  
School Committee Member

3

*JD*  
School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund		Amount
001	GENERAL FUND	\$5,845.69
100	PRIOR YEAR ENCUMBRANCES	\$240.00
202	REVOLVING FUNDS	\$0.00
302	94-142 IDEA 240	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$74.81
701	CAFETERIA FUNDS	\$0.00
		<b>\$6,160.50</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1004

Voucher Date: 08/03/2018

Prepared By:

*D. 12M G21/18*

Printed: 08/01/2018 02:54:54 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$535,195.14 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

*Leslie Davidson*

1

School Committee Member

2

*Agnes B. Burt*

School Committee Member

3

*Jeffrey Sands*

School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund

001

GENERAL FUND

Amount

\$535,195.14

**\$535,195.14**

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2604

Voucher Date: 08/03/2018

Prepared By:

*Donald E. Gallant*

Printed: 08/01/2018 01:16:25 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$145,538.86 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

1

*Carol*  
School Committee Member

2

*Patricia*  
School Committee Member

3

*J. Y.*  
School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund		Amount
001	GENERAL FUND	\$74,047.82
100	PRIOR YEAR ENCUMBRANCES	\$21,731.04
502	PRIVATE GRANTS & GIFTS	\$49,760.00
		<b>\$145,538.86</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2547

Voucher Date: 06/28/2018

Prepared By:

*Donald E. Gallant*

Printed: 07/25/2018 08:30:57 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$25,839.74 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson

Assistant Treasurer

*James D. Boston*  
1 School Committee Member

*Carol*  
2 School Committee Member

*Jeff*  
3 School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund		Amount
001	GENERAL FUND	\$25,227.81
202	REVOLVING FUNDS	\$275.45
205	ATHLETIC/EXTRA CURR REVOLVING	\$267.50
301	TITLE I	\$68.98
		<b>\$25,839.74</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2605

Voucher Date: 08/03/2018

Prepared By:

*Donald E. Gallant*

Printed: 08/01/2018 01:21:04 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$40,974.01 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

1 *Carol* School Committee Member

2 *James* School Committee Member

3 *Jeffrey* School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$19,920.71
100	PRIOR YEAR ENCUMBRANCES	\$145.00
202	REVOLVING FUNDS	\$18,005.00
302	94-142 IDEA 240	\$1,350.00
402	STATE GRANTS FY EVEN YEARS	\$53.30
601	TRUST FUNDS	\$1,500.00
		<b>\$40,974.01</b>

Warrant Working Group  
August 15, 2018  
Center School, 5 School Street, Wenham, MA

Present: David Polito, Peter Wolczik, Jeanise Bertrand  
Also present: Don Gallant, HWRSD Treasurer

Meeting Called to order at 6:34 by David Polito

The following warrants were approved:

- |                  |               |
|------------------|---------------|
| 1. Voucher 4:    | \$ 15,034.50  |
| 2. Voucher 1005: | \$ 548,301.32 |
| 3. Voucher 2606: | \$ 109,641.98 |
| 4. Voucher 2607: | \$ 101,094.84 |

Rollcall Vote: All approve.

Motion: I move that we approve the minutes of August 15, 2018 as prepared. Motion – Polito,  
Second - Bertrand, Unanimously Approve.

Move to adjourn: 6:52pm. Motion - Polito, Second - Wolczik. Unanimously Approved.

Respectfully submitted,

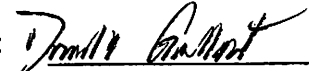
David Polito

**HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER**

Voucher No: 2607

Voucher Date: 08/17/2018

Prepared By:



Printed: 08/15/2018 01:01:11 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$101,094.84 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

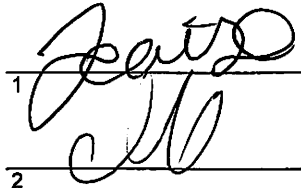
I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

  
 Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

  
 1

School Committee Member

2

School Committee Member

  
 3

School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund		Amount
001	GENERAL FUND	\$99,445.21
205	ATHLETIC/EXTRA CURR REVOLVING	\$1,649.63
		<b>\$101,094.84</b>



# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2606

Voucher Date: 08/17/2018

Prepared By: *Donald E. Gallant*

Printed: 08/15/2018 12:55:40 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$109,641.98 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

School Committee Member

2

School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund		Amount
001	GENERAL FUND	\$57,800.10
100	PRIOR YEAR ENCUMBRANCES	\$46,778.63
301	TITLE I	\$44.04
303	TITLE IIA	\$4,500.00
402	STATE GRANTS FY EVEN YEARS	\$84.71
502	PRIVATE GRANTS & GIFTS	\$434.50
		<b>\$109,641.98</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1005

Voucher Date: 08/17/2018

Prepared By:

*Donald E. Gallant*

Printed: 08/15/2018 03:01:36 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$548,301.32 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*  
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

*Leslie Davidson*  
1 School Committee Member

2

School Committee Member

*Patricia A. Wolcott*  
3 School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
001 GENERAL FUND	\$548,301.32
	<b>\$548,301.32</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 4

Voucher Date: 08/17/2018

Prepared By:

*Donald E. Gallant*

Printed: 08/15/2018 03:06:09 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$15,034.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*  
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

*Joseph Bertone*  
School Committee Member

2

School Committee Member

*Peter Volpe*  
School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund		Amount
001	GENERAL FUND	\$14,810.09
100	PRIOR YEAR ENCUMBRANCES	\$0.00
202	REVOLVING FUNDS	\$0.00
302	94-142 IDEA 240	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$224.41
701	CAFETERIA FUNDS	\$0.00
		<b>\$15,034.50</b>

Warrant Committee Meeting

August 30, 2018

Center School, 5 School Street, Wenham, MA

Present: David Polito, Gene Lee, Jeanise Bertrand

Also present: Don Gallant, HWRSD Treasurer

Meeting Called to order at 6:40 by David Polito

The following warrants were approved:

- |                  |               |
|------------------|---------------|
| 1. Voucher 2610: | \$ 27,969.29  |
| 2. Voucher 2609: | \$ 23,471.60  |
| 3. Voucher 2608: | \$ 106.94     |
| 4. Voucher 1006: | \$ 709,638.18 |
| 5. Voucher 5:    | \$ 36,822.73  |
| 6. Voucher 1008: | \$ 335,456.23 |
| 7. Voucher 1007: | \$ 58,755.13  |

Rollcall Vote: All approve.

Motion: I move that we approve the minutes of August 30, 2018 as prepared. Motion – Polito, Second - Bertrand, Unanimously Approve.

Move to adjourn: 7:05pm. Motion - Polito, Second - Lee. Unanimously Approved.

Respectfully submitted,

David Polito

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2608

Voucher Date: 08/20/2018

Prepared By: W. Capozzi

Printed: 08/20/2018 11:23:00 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$106.94 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant  
Donald E. Gallant      Treasurer

Leslie Davidson      Assistant Treasurer

1 Capozzi      School Committee Member

2 Robert D. Bell      School Committee Member

3 John      School Committee Member

Jeffrey Sands      Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
202      REVOLVING FUNDS	\$106.94
	<b>\$106.94</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1008

Voucher Date: 08/31/2018

Prepared By:

*Donald E. Gallant*  
Printed: 08/30/2018 08:51:56 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$335,456.23 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

*Leslie Davidson*

1

School Committee Member

2

School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
001 GENERAL FUND	\$335,456.23
	<b>\$335,456.23</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 5

Voucher Date: 08/31/2018

Prepared By:

*Donald E. Gallant*

Printed: 08/30/2018 08:57:05 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$36,822.73 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

1

*Leanne Bethel*

School Committee Member

2

*Copul*

School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund		Amount
001	GENERAL FUND	\$36,822.73
202	REVOLVING FUNDS	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$0.00
701	CAFETERIA FUNDS	\$0.00
		<b>\$36,822.73</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1006

Voucher Date: 08/31/2018

Prepared By:

*Donald E. Gallant*  
Printed: 08/30/2018 08:36:56 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$709,638.18 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

*Leanne Bethune*  
School Committee Member

2 *Ceryn*  
School Committee Member

3 *Jeffrey Sands*  
School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$709,638.18
	<b>\$709,638.18</b>



# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1007

Voucher Date: 08/31/2018

Prepared By:

*Donald Gallant*

Printed: 08/30/2018 08:43:33 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$58,755.13 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*  
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

1

School Committee Member

2

School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund	Amount
001 GENERAL FUND	\$58,755.13
	<b>\$58,755.13</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2610

Voucher Date: 08/31/2018

Prepared By:

*Donald E. Gallant*  
Printed: 08/30/2018 10:10:38 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$27,969.29 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*  
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

*Janice B. B...*  
1 School Committee Member

2

School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for  
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL  
DISTRICT

Fund		Amount
001	GENERAL FUND	\$25,603.56
402	STATE GRANTS FY EVEN YEARS	\$1,739.78
502	PRIVATE GRANTS & GIFTS	\$625.95
		<b>\$27,969.29</b>

# HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2609

Voucher Date: 08/31/2018

Prepared By:

*Donald E. Gallant*  
Printed: 08/30/2018 10:05:48 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$23,471.60 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (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 E. Gallant*  
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

1 School Committee Member

2 School Committee Member

3 School Committee Member

Jeffrey Sanders Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$21,051.44
100	PRIOR YEAR ENCUMBRANCES	\$195.16
202	REVOLVING FUNDS	\$98.00
502	PRIVATE GRANTS & GIFTS	\$2,127.00
		<b>\$23,471.60</b>

## STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals or their written designees to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. A list of designees will be provided to the Treasurer. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the District's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Principal. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal, Assistant Principal, Superintendent, or Treasurer. Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals or their designees to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years.

The School Committee will annually approve a list of student activities and will deposit funds in the Student Activity Agency Account. The District Treasurer will include a report on Student Activity Account Balances in a Semi-Annual Report to the School Committee and will report these balances to the Director of Accounting, Principal and Student Activity Advisors.

Periodically, to the extent that funds are available in such Student Activity Agency Account, the regional school district treasurer shall reimburse such Student Activity Checking Account through the warrant process, to restore the limit set by the School Committee.

### **Graduating Class Funds**

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, its funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the "Class of XXXX." Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub- fund portion of the Student Activity Agency Account. These funds will then be allocated equally among the four class accounts in the high school at the time.

Class officers should be given a copy of this policy during their senior year to ensure their knowledge of their obligations to perform under this policy.

### **Inactive Accounts**

Before a student activity club disbands a decision must be made regarding the disposition of assets purchased by the club. The assets may be donated to another club, donated to the school or sold. Cash or assets from a dissolved club that are left untouched for two years will be equally distributed among the clubs in the same school.

SOURCE: MASC March 2016

[Ref: H8037 Student Fundraising Activities](#)

PRIVATE FUNDING

I. Policy

The following is intended to authorize and encourage individuals, corporations, charitable foundations, and/or businesses to gift, bequest, devise and/or grant monies, goods, services and/or financial consideration to the consideration to the Hamilton-Wenham Regional School District (hereinafter the "District") for the sole and specific purpose of benefiting the welfare of the students and/or staff of the District.

The District shall at all times, conform to its long established and practiced policy of equal opportunity for all persons when overseeing and distributing contributions of monies, goods, services, and/or financial consideration.

The Hamilton-Wenham Regional District School Committee (hereinafter the "School Committee") must approve any program, project, event and/or activity not funded in the current fiscal year's budget prior to accepting any monies, goods, services and/or financial consideration from Benefactors (those who contribute). Therefore, the School Committee may disapprove any proposed program, project, event and/or activity prior to and subsequent to; any monies, goods, services and/or financial consideration being accepted, so long as such disapproval does not violate established District Policies and Regulations.

Benefactors may generally designate, with School Committee approval, a program, project, event and/or activity their contribution(s) may support, but may not designate or detail specific expectations related to those contributions. Any promotion or advertising associated with a contribution is subject to School Committee approval.

Contributions may be made to those programs, projects, events, and/or activities that have been established and/or those that may be established within a period of time that is mutually agreed upon by the School Committee and Benefactor.

Once contributions are made and the benefactor has properly designated (if appropriate) the program, project, event and/or activity his/her contribution shall be made, the District shall maintain complete control over the said program, project, event and/or activity and shall not delegate control or any portion or thereof to the Benefactor.

Prior to accepting contributions from a Benefactor, the District shall make reasonable efforts to ensure that the District's facilities and administrative support shall not be overtaxed and the District shall ensure that other programs, projects, events, and/or activities shall not suffer as a result of accepting said contributions.

Acceptance of any and all private funding must be done in full and complete compliance with standing District Policies/practices, State and Federal Laws/Statutes and contractual obligations.

All of the questions listed below should be considered before any decision is made in regard to private funding. Different weight may be given to different questions and/or answers depending upon the attendant circumstances.

However, nothing contained within this Policy is intended to preclude the School Committee from wholly and without condition, rejecting an offer of private funding if the answer to one or more of the below proposed

questions or other logical, related and fair minded questions, is contrary to law, a District policy, a District practice, a contractual obligation which may impact the District or is financially and/or educationally disruptive or unsound. QUESTIONS TO BE CONSIDERED PRIOR TO DECISION:

1. Is acceptance a financially sound decision? Will the District incur acceptable or unacceptable additional financial obligation as a result of the School Committee's decision?
2. Is there a positive educational or other program need which is satisfactorily addressed by acceptance?
3. Is there sufficient participant interest in the program, project, event and/or activity?
4. Does the District have available or readily available, satisfactory staff and/or supervisory/administrative support?
5. Has the proposal been review by appropriate administrative personnel, and has that review been communicated to the School Committee?
6. Does the District have available, or readily available, satisfactory supporting and necessary materials, equipment and/or supplies (i.e. classroom, playing field, books, etc.)?
7. Can the program, project, event and/or activity be sustained at an educationally sound level for the projected duration and if applicable, thereafter?
8. Does acceptance violate or conflict with any Federal, State, or Municipal Law, any District Policy, and District Practice, or any District contractual obligation?
9. Is the proposal submitted in a timely manner, which would not unduly hamper the implementation?
10. Is acceptance based upon the District's principles of fairness and equity?

The above does not constitute an exhaustive list of questions to be asked before any decision is to be made in regard to provide funding.

The District greatly appreciated the generosity of Benefactors who are willing to make such selfless contributions solely for the benefit of students and staff in our District and hereby directs the Superintendent to assure that an appropriate expression of thanks is given to all Benefactors.

## II. Policy Review and Revision

This policy and its procedures will be reviewed every two years for compliance with state and Federal law. Review and revision of these policies and procedures shall occur as needed, but at least every two years.

## III. Legal References

M.G.L. c. 71 s. 37A Acceptance of Gifts

M.G.L. C. 44 s. 53A Report of Receipts in Treasury as amended by 2016, 218 Section 85

SCHOLARSHIPS

**I. Policy**

According to the Internal Revenue Service, scholarship funds awarded to Hamilton-Wenham Regional High School students must be sent directly to the college or university that the student will attend. In order for the District to release the funds, the High School Guidance Office will need the name of the college/university, address, student's social security number, and the student identification number assigned to the student by the institution.

**II. Policy Review and Revision**

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

**III. Legal References**

IRS Publication 970



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT'S TITLE I SUPPLEMENT, NOT SUPPLANT POLICY AND  
PROCEDURES 2012-2013

The No Child Left Behind Act of 2001 includes federal provisions of the Elementary and Secondary Act that outline specific uses for federal funds. One of the major requirements is that federal funds must supplement, not supplant, the use of local or state funds to support education.

One of the federal programs in which Hamilton-Wenham Regional School District (HWRSD) participates is Title I, Part A, Improving Basic Programs Operated by Local Educational Agencies. By participating in the Title I program, HWRSD agrees that Title I funds may not take the place of - supplant – public education services that are provided to all students.

The following policies and procedures will assist the district in demonstrating that it uses Title I funds only to supplement, and to the extent practical, increase the level of funds that would, in the absence of Title I funds, be made available from non-federal sources for the education of students participating in Title I programs.

HWRSD's Title I funds are used to support education at its three elementary schools. Each elementary school operates a Targeted Assistance Program.

Targeted Assistance Schools – Bessie E. Buker Elementary School  
Cutler Elementary School  
Winthrop Elementary School

**Student Selection Criteria for Targeted Assistance Schools**

Title I students must receive the same amount of instruction provided to all students, with Title I students receiving additional time and instructional services. Title I funds cannot be used to supplant existing services for students.

Title I serves only students who are identified by the school as failing, or most at risk of failing to meet the State's student academic achievement standards. Title I provides supplementary services designed to meet the specific educational needs of students who are participating in the program. Each Title I school shall follow the student selection guidelines contained in this policy. A rank-ordered list of students identified as eligible for Title I services is developed by determining the extent of educational need, utilizing one or more clearly defined, educationally-related objective measures.

The following multiple, objective, educationally-related criteria are used by schools in the HWRSD to select the eligible pool of Title I students. Eligible students are those identified by the school as failing, or most at risk of failing, to meet the state's challenging student academic achievement standards. If all eligible students cannot be served, schools shall select those students most in need from this pool to be served. Below are examples of objective, educationally-related criteria that may be used to identify students for Title I services.

- English Language Arts: Students' scores on standardized measures of educational progress, including state-mandated testing, teacher recommendations, and teacher-developed tests.
- Mathematics: Students' scores on standardized measures of educational progress, including state-mandated testing, teacher recommendations, and teacher-developed tests.

In addition to the students identified by the criteria above and any additional school selection criteria, the following students are automatically eligible for Title I services:

- A student who, at any time in the preceding 2 years, participated in a Head Start, Even Start, or Early Reading First program, or in Title I preschool services.
- A student who, at any time in the preceding 2 years, received services under Title I, Part C, Migrant Program
- A student in a local institution for neglected or delinquent children and youth or attending a community day program for such children.
- A student who is homeless and attending any school in the district

### **Staffing**

The district will maintain records that demonstrate that each Title I program receives staff services commensurate with the staff payment. Corroboration of records to what is actually taking place will be conducted through, for example, spot-checks, review, interviews with staff, and interviews with students.

Evidence will include:

- The staff daily schedule of activities for 100% Title I-funded staff
- The staff daily schedule with clear delineation of time spent on the Title I program for split-funded staff
- Time and Effort Records
- Payroll forms and timesheets
- Any other documentation that demonstrates accurate charges to the Title I program (e.g. detailed position descriptions for split-funded staff).

The district will maintain a description of the professional development provided at the district level that is funded with Title I funds.

### **Professional Development**

Evidence will include:

- A description of how professional development is aligned with the needs of Title I students.
- A list of staff that participated in Title I funded professional development (district staff will ensure the participating staff are those who teach or provide support to Title I students).

In addition to the above evidence, all professional development requests will be reviewed by the Assistant Superintendent for Learning to ensure that professional development provided with Title I funds does not duplicate professional development the district would provide to all staff in the absence of Title I funds. The office of the Assistant Superintendent will be responsible for maintaining descriptions of school-level professional development paid for by Title I funds.

### **Parent/Guardian Involvement**

Parent involvement activities must not duplicate those that the district provides for non-title I parents that, in the absence of Title I funds, would be provided to all parents.

The office of the Assistant Superintendent for Learning will be responsible for maintaining descriptions of school-level parent involvement activities paid for by Title I funds.

Evidence will include:

- A description of how parental involvement activities are aligned with the needs of Title I students.
- Copies of notices sent to Title I parents informing and/or inviting them to Title I funded activities.
- Attendance lists from parent involvement activities. The building principal will review all lists to ensure that the majority of participants are parents/guardians of Title I students even though others

may be invited to attend.

**Procedures for Dissemination**

The Assistant Superintendent for Learning will disseminate this policy to all principals and staff in Title I schools to insure clear understanding of the concept of supplement, not supplant and the procedures enacted to follow this policy.

## FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are directly dependent on the effective, efficient management of funds. It follows that achievement of the school district's purposes can best be achieved through excellent fiscal management.

As trustee of local, state, and federal funds allocated for use in public education, the Committee will fulfill its responsibility to see that these funds are used wisely and for the intended purpose.

It is the responsibility of the District to provide a quality education in a cost effective manner. This concept will be incorporated into Committee operations and into all aspects of school district management and operation.

In the school district's fiscal management, it is the School Committee's intent:

1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding that will provide high quality education for all students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

ANNUAL BUDGET

The budget will provide for a high quality education. The School Committee and District Staff will work to ensure sound fiscal practices in order to achieve educational goals and objectives.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the Hamilton Wenham School District will be prepared and presented in line with state law and the Regional Agreement.

The Superintendent will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff as he/she deems appropriate. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

LEGAL REFS: M.G.L. 71:16: 71:16B, 71:34, 71:37, 71:38N

## BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and the Regional Agreement.

The School Committee recognizes the following deadlines:

1. At least thirty (30) days prior to adoption of its final budget, the School Committee shall approve, by majority vote, **(603 Code of Mass Regs 41.05 (1) (a))** a tentative operating budget. Copies shall be mailed to the Chairs of the Finance and Advisory Committees and the Boards of Selectmen for the two towns. **District Agreement s.10, 1<sup>st</sup> par.**
2. No later than fifteen (15) days after the tentative operating budget is mailed to the towns the SC shall hold a public hearing (with 7 days advance notice at two public places **DA** & in local newspaper at least 7 days prior with copies available to public 48 hours prior – **MGL c71, S38N**).
3. No later than forty-five (45) days prior to the first annual town meeting of a member town, the School Committee shall adopt, by a two-thirds vote, the annual operating budget for the District. The date of adoption shall not be before February 1<sup>st</sup> or later than March 31<sup>st</sup>. **MGL C71-S16 (m)**
4. Within thirty (30) days of the adoption of the annual operating budget, but not later than April 30<sup>th</sup>, the District Treasurer shall certify to each town's Treasurer the amount apportioned to each town. **MGL C71-S16B**

All other budget schedules and calendars shall be developed in cooperation with the Superintendent and the School Committee.

LEGAL REFS: M.G.L. 71:16B, 71:38N

Regional Agreement Ref: Section X, Page 15.

BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the school district's budget, the School Committee authorizes the Superintendent to transfer funds within pre-defined expense categories as recommended by the Mass Dept. of Elementary and Secondary Education.

The Committee should be informed of the need for significant adjustments within expense categories. All transfers between expense categories shall be approved in advance by the School Committee, in accordance with 603 CMR 41.05: (5) (f).

LEGAL REFS: M.G.L. 71:16B

## EXHIBIT R

D4011

### GATE RECEIPTS AND ADMISSIONS

Admission receipts of school events shall be adequately controlled, using the standard procedures of the school district. The Principal is responsible for the administration and supervision of all phases of school events on District property for which an admission is charged.

The Superintendent shall be advised in advance of prices to be charged for school events including the criteria for free admissions or guest passes.

REC'D: NESDEC



## EXHIBIT S

D4012

### AUTHORIZED SIGNATURES

The School District Treasurer and in some cases the Assistant District Treasurer shall sign all checks drawn against school district funds. No other signatures are valid.

LEGAL REFS: M.G.L. 71:16A

FISCAL ACCOUNTING AND REPORTING

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school district.

The accounting system used will conform with state requirements and in compliance with sound accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive quarterly financial statements from the Superintendent showing accurate financial condition of the school district. (If requested other financial statements will be provided to the Committee or the Superintendent.)

LEGAL REF:M.G.L. 71:16A

PURCHASING

All goods and services shall be procured in accordance with Massachusetts General Laws and the procedures established by the senior finance administrator. Purchasing authority for the District shall be vested with the senior finance administrator. In addition to these requirements, the School Committee encourages vendor selections that will provide the highest quality of goods and services at the most reasonable price. District employees are to exercise great care to use impartial judgment when selecting vendors and to consider alternative vendors whenever possible. Employees are prohibited from accepting gifts from vendors at any time.

All goods and services must be ordered on Purchase Orders issued through the Business Office. Employees who procure goods and services without prior approval in the form of a Purchase Order signed by the senior finance administrator will be personally liable for payments sought by vendor for the procurement.

All contracts for goods and/or services issued on behalf of the District require the signature of the senior finance administrator or district employee as authorized by Massachusetts General Law.

Unauthorized personnel who sign contracts with vendors are personally responsible for fulfilling the terms and conditions set forth in those contracts.

LEGAL REFS: M.G.L. 7:22A; 7:22B; 30B; 71:49A  
REC'D: NESDEC

PURCHASING AUTHORITY

Purchasing procedures will be designed to ensure the best possible price for the desired products and services.

Procedures for purchasing will be developed by the senior finance administrator who is the Chief Procurement Officer for the district.

These procedures will require that all purchases are made on an approved purchase order and that for items not put out to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

To authorize bills for payment, a warrant must be prepared totaling the current bills to be paid. This warrant must be signed by at least two members of the School Committee prior to being sent to the District's accountant for processing of payment.

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent consistent with line item categories in the budget.

The purchase of items and services stated above requires no further Committee approval except when by law or Committee policy the purchases or services must be put out to bid.

LEGAL REF: M.G.L. 30B REC'D:

NESDEC

CROSS REF: 416.2, Purchasing Requirements

NOTE: The cross reference is to a closely related policy in this manual.

Purchasing Requirement: \$10,000 - \$49,999.

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$10,000 will follow the process outlined in the Massachusetts Procurement 30B Law.

### **Procedure**

There are several laws that govern purchasing supplies, services, design services and construction. Chapter 30B governs the procurement of supplies and services. Chapter 30, 39M governs procurement of public building construction under \$10,000 and public works construction (horizontal construction). Chapter 7C, §§44-57, governs procurement of designer services. Chapter 149 governs public building construction over \$10,000.

The majority of purchases that are made in schools are governed by Chapter 30B. In essence, any procurement of supplies and services that will exceed \$10,000 in total but will be less than \$50,000 requires the solicitation of quotes based upon a written purchase description from at least three vendors who customarily provide the item or services. The awarding authority for all contracts entered into on behalf of the school district is the Chief Procurement Officer. The CPO executes formal written contracts with vendor(s) for procurements over \$10,000. Contracts for procurements under \$50,000 are executed via the submission of all information through the quote and purchase order process and signed by both parties. Procurements that will be processed at intervals throughout the year do not need to be re-bid each time as long as when the quotes are obtained the schedule of procurements is contained in the written purchase description and the schedule does not exceed three years. The written contracts must be maintained for a period of six (6) years from the time of final payment.

### **Sole Sources Procurements (MGL Chapter 30B. Section 7)**

The Chief Procurement Officer may award a contract in an amount of not more than \$50,000 for any contract for the procurement of library books, textbooks, educational programs, educational courses, educational curricula in any media including educational software, newspapers, serials, periodicals, audiovisual materials or software maintenance without competition when, after reasonable investigation, the Chief Procurement Officer determines, in writing that only one practical source for the required supply or service exists. The Chief Procurement Officer shall procure a proprietary item by competition if more than one potential bidder or offer for that item exists.

The Chief Procurement Officer shall record all sole source procurements, specifying each contractor's name, the amount, and type of each contract, a listing of supplies and services procured under each contract, and the basis of the determination that the contractor was the only practical source for the required supply or service.

LEGAL REF: M.G.L. 7:22A&B; 30B

PURCHASING REQUIREMENTS (OVER  
\$50,000)

An effort will be made to procure multiple bids for all purchases over \$50,000. When recommending acceptance of a bid, the Chief Procurement Officer will inform the School Committee whether the bid was a competitive sealed bid or a request for proposals.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Chief Procurement Officer and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The School Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school district. The Committee reserves the right to waive any confusing bid line items, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made will be required to enter into a written contract with the School District.

LEGAL REFS: M.G.L. 7:22A; 7:22B; 30B

VENDOR RELATIONS

Representatives of firms doing or seeking to do business with the school district will be acknowledged and interviews granted depending on the circumstances. Personnel charged with the purchasing function will not be required to put their time at the indiscriminate use of sales personnel, who will limit their visits to staff members designated by school officials.

## EXHIBIT Z

D4020

### EXPENSE REIMBURSEMENTS

Personnel and school district officials who incur expenses in carrying out their authorized duties will be reimbursed by the school district upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by personally owned vehicle is authorized, mileage payment will be made according to federal rate setting.

LEGAL REFS: M.G.L. 40:5; 44:58



## RESERVE FUNDS: EXCESS &amp; DEFICIENCY (E&amp;D)

At the end of each fiscal year, the District shall close any surplus or deficit in the General Fund to the Reserve Fund (called E&D Fund). The MA Department of Revenue (DOR) certifies the District's E&D balance annually, similar to a community's free cash certification. In order to have E&D certified, the District shall submit the required information to the DOR at the close of each fiscal year but no later than October 31<sup>st</sup>. DOR is then required to certify the District's E&D balance by December 1<sup>st</sup>.

The School Committee's objective is to maintain adequate reserves to ensure operational stability in the school district. As a result, the School Committee shall seek to maintain a minimum balance of three (3) percent of its operating budget and capital cost budget for the succeeding fiscal year in its E&D Fund.

If the District's certified E&D balance exceeds three (3) percent of its operating budget and capital cost budget for the succeeding fiscal year, the District must use the amount in excess of the three (3) percent as a revenue source for its ensuing Annual Operating Budget. Each year, as part of the District's Annual Budget process, the School Committee will determine the exact amount of E&D Funds, if any, that is in excess of the three (3) percent reserve and will use these funds to reduce the amount to be raised by assessment by the member Towns during the ensuing Annual Budget process (i.e. applied as a revenue source to the following Fiscal Year's Operating Budget). This shall occur on the same day that the School Committee is scheduled to adopt, by a two-thirds vote, the Annual Operating Budget for the District (see Policy D4008). The date of adoption shall not be before February 1<sup>st</sup> or later than March 31<sup>st</sup> in any given year.

The annual certification of E&D, and the District's Annual Budget process as described herein, shall serve as the standard mechanism for reconciling the E&D Fund and the only process by which funding will be returned to the member Towns. This includes but is not limited to any funding variances directly attributable to the Chapter 70 and Regional Transportation Programs.

Finally, the School Committee, on occasion, may approve by a two thirds vote the use of existing E&D Funds as additional revenue within a current fiscal year in order to cover unanticipated revenue shortfalls or to fund non-recurring or unforeseen expenditures that are deemed as either extraordinary or unavoidable by District Administration and the School Committee. Any vote to increase the current year Budget through the use of existing E&D Funds shall be submitted to both member Town's for approval in accordance with DESE regulations.

LEGAL REFS: M.G.L. 71:16B; 71:16 ½B; 603 CMR 41.06; 603 CMR 41.05

#### TYPES OF FUNDS/REVOLVING FUNDS

The Hamilton-Wenham Regional School Committee in accordance with Massachusetts General Laws, Chapter 71. Sections 47, 71C and 71E may establish revolving accounts.

All monies received by the School District in connection with organizations comprised of public school students and bearing the school name or organized in connection with, and any activities for which participation is contingent upon the payment of a fee, shall be deposited with the District Treasurer and held as separate accounts. The receipts held in such accounts may be expended by the School Committee for the purposes of the programs from which the receipts held in such accounts were derived.

REC'D: NESDEC

#### BONDED EMPLOYEES AND OFFICERS

The District Treasurer and Assistant Treasurer shall be bonded in their individual capacities. The cost of these bonds shall be paid by the District.

The District shall maintain a blanket-bond under its general insurance policy for all other employees. The cost of this blanket bond shall be paid by the District.

LEGAL REFS: M.G.L. 40:5; 71:16A

## CASH & INVESTMENT

### **Statement of Purpose:**

The purpose of this document is to specify the policies and guidelines that provide for the prudent and productive investment of District funds.

The Hamilton-Wenham School District authorizes the Treasurer to act as the custodian and investment officer of District funds and to invest the following funds in accordance with this policy, and the provisions of applicable Massachusetts General Laws ("MGL").

The District Treasurer is the custodian and investment officer for the following funds:

- General Fund
- Special Revenue and Agency Funds
- Capital Projects and Debt Service Funds
- State and Federal Grants Fund\*
- Scholarship Funds
- Trust Funds
- Any other funds deemed to be public funds for the Hamilton-Wenham Regional School District

\*The investment procedures of grant funds are subject to grant or contractual terms.

### **Section I.**

#### **The Investment of General Funds, Special Revenue Funds, and Capital Projects Funds**

##### **A. Scope**

This section of the policy applies only to short term operating funds such as general funds, special revenue funds, bond proceeds and capital project funds. Section two will deal with any other funds with special circumstances such as scholarship funds.

##### **B. Objectives**

District Treasurer will invest all public funds except those required to be kept uninvested for purposes of immediate distribution. Modern banking systems enable the District Treasurer to maintain even these funds in interest bearing form until the date a disbursement order clears through the banking system.

The state law further requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking into account the acceptable levels of safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest reasonable return available that is consistent with safety of principal while meeting the daily cash requirements for the operation of the District.

- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that requires the preservation of capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of the security will fall due to changes in general interest rates.
- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the Treasurer shall attempt to carry out investment activities in a manner that provides for meeting unusual or unexpected cash demands without requiring the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
- **Yield** is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

### C. Investment Instruments

Public investments in Massachusetts are not protected through provisions in State law. Therefore, they are largely uncollateralized. Many banking institutions are willing to put up collateral, albeit at a cost to the entity resulting in a lower interest rate. The Treasurer negotiates for the highest rates possible, consistent with safety principles. All investments must be included in the Massachusetts List of Legal Investments pursuant to M.G.L. Chapter 167, Section 15A.

#### The Treasurer may invest in the following instruments:

- Massachusetts State pooled fund: **Unlimited amounts** (Pool is liquid)
- U. S. Treasuries that will be held to maturity: **Unlimited amounts (Up to one year maturity from date of purchase)**
- U.S. Agency obligations that will be held to maturity. **Unlimited amounts (Up to one year maturity from date of purchase)**
- Bank accounts or Certificates of Deposit ("CDs") **(Up to one year)** which are fully collateralized through a third party agreement: **Unlimited Amounts**
- Bank accounts and CDs **(Up to one year)** insured by F.D.I.C. **up to the coverage limit.** All bank accounts and CDs in one institution are considered in the aggregate for the insurance coverage limit. In some cases Banking Institutions carry additional insurance, Depository Insurance Fund (D.I.F.): Contact banking representative for amounts of coverage.

- **Unsecured bank deposits** of any kind such as other checking, savings, money market, or Certificates of Deposit accounts at Banks that do not fit the above categories. These investments are subject to the following limitations: **No more than 5% of an institution's assets and no more than 25% of the District's cash may be comprised of unsecured bank deposits.** This percentage may be increased for not more than 30 days during times of heavy collection or in anticipation of large payments that will be made by the District in the near future. These payments may be for such items as debt service payment or regional school assessments. Their credit worthiness will be tracked by Veribanc, or other bank credit worthiness reporting systems. They will be diversified as much as possible. CDs will be purchased for no more than one year and will be reviewed frequently.
- **Money Market Mutual Funds** that are registered with the Securities and Exchange Commission that have received the highest possible rating from at least one nationally recognized statistical rating organization and as otherwise referenced in the MGL, Chapter 44 Section 55.

#### D. Risk Tolerance

##### o Credit Risk

- Credit risk" is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The District will manage credit risk several ways. There will be no limit to the amount of United States Treasury and United States Government Agency obligations.

In regards to other investments, the District will only purchase investment grade securities with a high concentration in securities rated A or better.

The District may invest in the Massachusetts Municipal Depository Trust (MMDT) with no limit to the amount of funds placed in the fund.

##### o Custodial Risk

- The "custodial credit risk" for *deposits* is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty to a transaction, the District will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

The District will review the financial institution's financial statements and the background of the brokerage house and broker/dealer (Advisor). The intent of this qualification is to limit the District's exposure to only those institutions with a proven financial strength, capital adequacy of the firm, and overall affirmative reputation in the municipal industry.

Further, all securities not held directly by the District, will be held in the District's name and tax identification number by a third-party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security.

o **Concentration of Credit Risk**

- “Concentration of credit risk” is the risk of loss attributed to the magnitude of a government’s investment in a single issuer.

The District will minimize concentration of credit risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

o **Interest Rate Risk**

- “Interest rate risk” is the risk that changes in interest rates will adversely affect the fair value of an investment.

The District will manage interest rate risk by managing duration in the account.

o **Foreign Currency Risk**

- “Foreign currency risk” is the risk that changes in foreign monetary exchange rates will adversely affect the fair value of an investment or a deposit.

The District will not invest in any instrument exposed to foreign currency risk.

**E. Diversification**

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities, as well as concentration in a specific institution. With the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agencies, and State pools (MMDT), no more than 10% of the District's investments shall be invested in a single financial institution.

**F. Authorization**

The Treasurer has authority to invest District funds, subject to the statutes of the Commonwealth Massachusetts General Law Chapter 44 Section 55,55A, & 55B.

**G. Ethics**

The Treasurer shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair ability to make impartial investment decisions. The Treasurer shall disclose to the School Committee any material financial interest in financial institutions that do business with the District. The Treasurer shall also disclose any large personal financial investment positions or loans that could be related to the performance of the District's investments.

**H. Relationship with Financial Institutions**

Financial institutions should be selected first and foremost with regard to their financial soundness and stability. Brokers should be recognized, reputable dealers and members of the Financial Industry Regulatory Authority (FINRA).



The Treasurer should request the banking institution's Veribanc rating from all of the banking institutions that are working with the District on a semi-annual basis.

When using the Veribanc Rating Service the Treasurer may invest in such banks that show a green rating in a particular report. If a rating is yellow the Treasurer should contact the appropriate banking institution and request in writing an explanation of the change in rating and the expected time table for it to be changed to green.

If for a second report such rating is not green, the Treasurer should consider removing all funds that are not collateralized, or carries y some form of depositors insurance.

If a rating moves to red all money should be immediately collateralized or covered by some form of depositors insurance or be removed from the banking institution.

The Treasurer shall require any brokerage houses and broker/dealers wishing to do business with the District to supply the following information to the Treasurer on an annual basis:

- Audited financial statements
- If acting as a Registered Investment Advisor, copy of their Form ADV Part II
- Proof of FINRA membership
- A statement that the Advisor has read the District's Investment Policy and will comply with it on an annual basis
- Proof of credit worthiness (minimum standards: at least five years in operation and a minimum capital of 10 million dollars)

#### **I. Reporting Requirements**

On a semi-annual basis, a report containing the following information will be prepared by the Treasurer and distributed to the Superintendent, the Assistant Superintendent for Finance and Administration, and the Director of Accounting. The report will include the following information, as a minimum requirement:

- A listing of the individual accounts and individual securities held at the end of the reporting period.
- A listing of the short-term investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines established in the "Diversification" section of this Policy.
- A summary of the income earned on a monthly basis and year-to-date basis shall be reported.
- The Treasurer shall include in the report a brief statement of general market and economic conditions and other factors that may affect the District's cash position.
- The report should demonstrate the degree of compliance with the tenets set forth in this Policy.

## **J. Restrictions**

There are several restrictions that the Treasurer must be aware of when making investment selections.

- A Treasurer shall not at any one time have on deposit in a bank or trust company an amount exceeding 60% of the capital and surplus of such bank or trust company, or banking company, unless satisfactory security is given to it by such bank or trust company, or banking company for such excess.
- The Treasurer shall not make a deposit in any bank, trust company or banking company with which he is, or for any time during the three years immediately preceding the date of any such deposit was associated as an officer or employee.
- All securities shall have a maturity from date of purchase of one year or less.
- Purchases under an agreement with a trust company, national bank or Banking Company to repurchase at not less than original purchase price of said securities on a fixed date shall not exceed ninety days.

## **J. Legal References**

**M.G.L. Chapter 44, Section 55**

**M.G.L. Chapter 44, Section 55A**

**M.G.L. Chapter 44, Section 55B**

**M.G.L. Chapter 203C**

**M.G.L. Chapter 167, Section 15A**

## **Section II.**

### **The Investment of Trust Funds and Stabilization Funds**

#### **A. Scope**

This Policy applies to all accounts that are designated as Scholarship or Trust Funds. These funds include all accounts that are received as scholarships and perpetual care receipts.

All accounts will be maintained separately receiving their proportionate interest and any realized and unrealized gains or losses. The account will be established as a pooled investment portfolio unless otherwise stated. Any additional accounts will be maintained in this same manner.

#### **B. Authority**

MGL Chapter 44, section 54 pertains to the investment of Trust Funds. All trust funds shall fall under the control of the District Treasurer unless otherwise provided or directed by the donor.

#### **C. Objective**

MGL, Chapter 44, section 55B requires the District Treasurer to invest all public funds except those required to be kept un-invested for purposes of immediate distribution.

This section also requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking into account the acceptable levels of safety, liquidity and yield. Therefore, these guidelines are

intended to further the objective of securing the highest reasonable return available that is consistent with the safety of principal while meeting the daily cash requirements for the operation of the District.

- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that requires the preservation of capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of the security will fall due to changes in general interest rates.
- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the treasurer shall attempt to carry out investment activities in a manner that provides for meeting unusual or unexpected cash demands without requiring the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
- **Yield** is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

#### **D. Investment Instruments**

District funds should be deposited into savings banks or trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invested in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine, or in paid-up shares and accounts of and in co-operative banks, or in shares of savings and loan associations or in share or savings deposits of federal savings and loan associations doing business in the commonwealth.

Additionally the District may invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the commonwealth; provided, that not more than fifteen percent (15%) of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent (1 ½%) of such funds be invested in the stock of any one bank or insurance company. All investments must be represented by the Massachusetts List of Legal Investments pursuant to M.G.L. Chapter 167, Section 15A.

#### **The Treasurer may invest in the following instruments:**

- U. S. Treasuries that may be sold prior to maturity: **Unlimited amounts (With no limit to the length of maturity from date of purchase)**
- U.S. Agency obligations that may be sold prior to maturity. **Unlimited amounts (With no limit to the length of maturity from date of purchase)**

- Bank accounts or Certificates of Deposit (“CDs”) **Unlimited amounts (With no limit to the length of maturity from date of purchase)**, which is fully collateralized through a third party agreement:
- Bank accounts and CDs **(With no limit to the length of maturity from date of purchase)** fully insured by F.D.I.C. and in some cases also Depository Insurance Fund of Massachusetts (D.I.F.): All bank accounts and CDs in one institution are considered in the aggregate to receive the insurance coverage limit.
- **Unsecured bank deposits** of any kind such as other checking, savings, money market, or Certificates of Deposit accounts at Banks that do not fit the above categories. These investments are subject to the following limitations: These investments **will be limited to no more than 5% of an institution's assets and no more than 25% of the District's cash**. Their credit worthiness will be tracked by Veribanc, or other bank credit worthiness reporting systems. They will be diversified as much as possible. CDs will be purchased with no limit to the length of maturity from the date of purchase and will be reviewed frequently.
- Common and preferred stock that are listed in the **List of Legal Investments**.
- Investment Funds that are listed in the **List of Legal Investments**.
- All other items not separately identified here that are listed in the **List of Legal Investments**.

#### **E. Risk Tolerance**

##### **o Credit Risk**

- Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The District will manage credit risk several ways. There will be no limit to the amount of United States Treasury and United States Government Agency obligations.

In regards to other investments the District will only purchase investment grade securities with a high concentration in securities rated A or better.

The District may invest in the Massachusetts Municipal Depository Trust (MMDT) with no limit to the amount of funds placed in the fund.

The District may place funds in banking institutions as stated in Section D of this Cash and Investment Policy.

##### **o Custodial Risk**

- The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the

counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

The District will review the financial institution's financial statements and the background of the sales representative. The intent of this qualification is to limit the District's exposure to only those institutions with a proven financial strength, capital adequacy of the firm, and overall affirmative reputation in the municipal industry.

Further, all securities not held directly by the District, will be held in the District's name and tax identification number by a third party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security.

**o Concentration of Credit Risk**

- "Concentration of credit risk" is the risk of loss attributed to the magnitude of a government's investment in a single issuer.

The District will minimize concentration of credit risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

**o Interest Rate Risk**

- "Interest rate risk" is the risk that changes in interest rates will adversely affect the fair value of an investment.

The District will manage interest rate risk by managing duration in the account.

**o Foreign Currency Risk**

- "Foreign currency risk" is the risk that changes in foreign monetary exchange rates will adversely affect the fair value of an investment or a deposit.

The District will not invest in any instrument exposed to foreign currency risk.

**F. Standards of Care**

The standard of prudence to be used by the Treasurer shall be the "Prudent Person" standard and shall be applied in the context of managing an overall portfolio. The Treasurer acting in accordance with written procedures and this Policy, and exercising reasonable due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided the purchases and sale of securities is carried out in accordance with the terms of this Policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived. Compliance by the Treasurer with the terms of this Policy shall constitute "good faith" and the "exercise of care" within the meaning of

MGL Chapter 44 Section 55A, which refers to the liability of the Treasurer for losses due to bankruptcy.

#### **G. Diversification**

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities, as well as concentration in a specific institution, with the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agency obligations.

#### **H. Ethics**

The Treasurer shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair his/her ability to make impartial investment decisions. The Treasurer shall disclose to the School Committee any material financial interest in financial institutions that do business with the District. The Treasurer shall also disclose any large personal financial investment positions or loans that could be related to the performance of the District's investments.

#### **I. Relationship with Financial Institutions**

Financial institutions should be selected first and foremost with regard to their financial soundness and stability. Brokers should be recognized, reputable dealers.

The Treasurer shall require any brokerage houses and broker/dealers, wishing to do business with the District, to supply the following information to the Treasurer:

- Audited financial statements
- If acting as a Registered Investment Adviser, yearly copy of their SEC Form ADV Part II
- Proof of FINRA membership
- A statement that the Advisor has read the District Cash and Investment Policy and will comply with it on an annual basis

#### **J. Reporting Requirements**

On a semi-annual basis, a report containing the following information will be prepared by the Treasurer and distributed to the Superintendent, and/or Business Manager, as appropriate. The report will include the following information, as a minimum requirement:

- A listing of the individual accounts and individual securities held at the end of the reporting period.
- A listing of the short-term investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines established in the "Diversification" section of this Policy.
- A summary of the income earned on a monthly basis and year-to-date basis shall be reported.
- The Treasurer shall include in the report a brief statement of general market and economic conditions and other factors that may affect the District's cash position.
- The report should demonstrate the degree of compliance with the tenets set forth in the Policy.

**K. Legal References**

**M.G.L Chapter 44, Section 55**

**M.G.L. Chapter 44, Section 55A**

**M.G.L. Chapter 44, Section 55B**

**M.G.L. Chapter 203C**

**M.G.L. Chapter 167, Section 15A**

## Hamilton-Wenham Regional School District

## FIELD TRIP REQUEST



School: Hamilton-Wenham Regional Date Submitted: 8, 24, 18  
 Faculty Sponsor: Steve Sawyer Position: Head Coach - Cross Country

## I. Trip Information:

Check (✓) one:

- ☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: \_\_\_\_\_  
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: \_\_\_\_\_  
☐ Athletics - Sport: Cross Country  
☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☒ Out-of-State/Domestic Day Trip - ☐ Academic ☒ Extracurricular - Destination: Wauwick, R.I.  
☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☐ International Trip (extracurricular only) - Destination: \_\_\_\_\_

Departure Date: Sat 9, 22, 18 Time: 6:00 AM Return Date: Sat 9, 22, 18 Time: 4:00 PM  
 Number of Students Eligible: 35 Class/Group: Boys & Girls Cross Country Team  
 Faculty Sponsor: Couch Steve Sawyer  
 Other Faculty/Staff chaperones: Assistant Coaches Karen Giroux & Ryan Lawlor  
 Other chaperones: \_\_\_\_\_  
 Mode of Transportation: School Bus Number: \_\_\_\_\_  
 Airlines/Flight/Ground Transportation: \_\_\_\_\_

## II. Estimated Expenses

1. Transportation Cost: <u>School Bus</u>	6. Financial Assistance Available? Yes <input checked="" type="checkbox"/> No
2. Admission Charges: <u>Registration Fee \$220</u>	7. Other Sources of Funding? Yes <input checked="" type="checkbox"/> No
3. Lodging & meals cost: <u>\$0</u>	8. Amount Available: \$ <u>0.00</u>
4. Other (specify): <u>\$0</u>	9. Are Student Activity Funds being used? Yes <input checked="" type="checkbox"/> No
5. Total student cost: <u>\$0</u>	10. If yes, amount bring used: \$

## III. Attachments

1. Copy of Parent Letter with meeting date:	5. Travel Costs & Refund Policy:
2. Itinerary:	6. Travel Insurance Policy (if applicable): Cost:
3. Security features for transportation & accommodations:	7. Pre and Post Trip Activities:
4. Arrangements for meals and lodging:	8. Other Descriptive Information:

## IV. Approvals

Department Chairperson or Field Trip Requestor: Coach Steve Sawyer Date: 8, 24, 18  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements  
 Principal: \_\_\_\_\_ Date: 9/5/18  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

Note: Overnight and Domestic (out-of-state) and international trips require approvals from the Superintendent and Hamilton-Wenham Regional School Committee.

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

HWRSD Committee Action: Vote - Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Date: \_\_\_\_\_





To: Michael M. Harvey Ed.D  
From: Coach Steve Sawyer  
Re: Cross Country Trip Request

I am requesting permission once again from the School Committee to attend the New Balance Ocean State Cross Country Invitational in Warwick, Rhode Island on Saturday, September 22. We have been traveling to Rhode Island for many years to the Ocean State Invitational. All H-W athletes, coaches and parents have enjoyed the many positive experiences from this meet over the years. This meet is sanctioned by the States of Maine, Connecticut, Massachusetts, New Jersey, Rhode Island, North Carolina, Virginia, New York, Pennsylvania, and New Hampshire. In 2017 there were over 170 teams consisting of over 3000 runners competing in frosh races, JV races, Varsity races and championship races. Our Girls Varsity team will be racing in the Championship race and the boys team will race in the Open race this year.

The competition at this meet is very challenging and allows our athletes to compete against some of the top teams and runners from these states. We have many athletes once again who will be very competitive and will be looking to compete against other quality runners. This will give those runners the opportunity to compete and race at that level and be watched by college coaches from many schools. Their performances will also be posted on line for many college coaches to evaluate and possibly end up on their recruiting lists. We have been fortunate to be able to compete at these meets for many years and this year should be another positive experience for our athletes and parents.

This is a one day a trip for that Saturday and I have attached additional information. All coaches will ride the bus to and from the meet and remain with the runners during the day. The parents and runners will provide their own food and drink although there will be food and drinks available at the site. I have provided a copy of the events of the day which includes directions to the park, times for the races and directions for spectator parking.

Sincerely,

*Coach Steve Sawyer*

Coach Steve Sawyer  
Cross Country, Indoor/Outdoor Track Head Coach

**To: Parents of Cross Country Runners**

**From: Coach Steve Sawyer**

**Re: Information for the Ocean State Cross Country Festival**

Members of the cross country team will be traveling to Warwick R. I. on Sat. September 22<sup>th</sup> to compete in the Ocean State Cross Country Festival. We have been competing in this meet for several years and it is a great experience for all competing runners and their families. The bus will leave the Regional High School at 6:00 AM on Sat. morning and return the same day at approximately 4:00PM. All coaches and parent chaperones who are approved District volunteers will ride the bus to and from the meet and remain with the runners during the day. The parents and runners are expected to provide their own food and drink although there will be food and drinks available at the meet. I have provided a copy of the events of the day which include directions to the park, times for the Hamilton-Wenham races and directions for spectator parking. Enjoy the day especially the Hamilton-Wenham runners competing in the different races. Registration fees for the meet will be paid for by the cross country budget for this season.

**Coach Steve Sawyer**

**6:00AM -Bus departure from the Regional**

**8:00 AM -Arrive at Goddard State Park, Warwick R.I.**

**9:00AM- Races begin -Runners will eat lunch before and after their races**

**12:50 PM -Races end followed by awards ceremony**

**4:00PM- Bus returns to the Regional**

**Date:** Saturday, September 22, 2018 9:00 a.m. – 3:30 p.m.

**Sanction:**

Sanctioned requested for the following areas: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York (city and state), Rhode Island, Vermont, and Pennsylvania. Students who are official members of their respective high school teams are eligible. All schools must be members of their state associations. Schools from additional states should contact Bob Rothenberg as soon as possible for sanction requests.

**Host Institution:**

North Kingstown High School – North Kingstown, Rhode Island

**Directors:**

Charlie Breagy, Anne Rothenberg, Bob Rothenberg – Meet Management by Downtown 5K, Inc.

**Contact:**

Bob Rothenberg – 401-294-9946 or [help@oceanstatexc.com](mailto:help@oceanstatexc.com)

**Course:**

Goddard Park, 1095 Ives Road, Warwick, Rhode Island 02818. 5,000 meters (3.1 miles), 4,000 meters for freshmen; grass and dirt paths, moderate hills, mostly flat.

**Directions:**

From the North: Rte. 95 S to exit 9 (left-hand exit) onto Rte. 4 S. Immediately exit at Rte. 401/East Greenwich. Right at light onto 401/Division St. One mile curve right onto First Ave. Turn right at light onto Main St. One-half mile at light, turn left onto Old Forge Rd. Old Forge becomes Ives Rd. One mile to park entrance on left. From the South: Rte. 95 N to exit 8A/Rte. 2 S. At first light, turn left onto Rte. 401 E/Division St. Follow directions above.

**Entry Info:**

All entries will be submitted on-line. Entries will close on Sunday, September 16, 2018 at 5:00 PM. A list of schools competing in each race will be posted by Wednesday, September 19 at 9:00 PM.

**Entry Fee:**

\$90.00 Boys - This fee includes a maximum of 7 in the varsity, 7 in the JV, and 7 in the freshmen. Additional runners in the JV and freshmen will be accepted at \$3.00 per runner.

\$90.00 Girls - This fee includes a maximum of 7 in the varsity, 7 in the JV, and 7 in the freshmen. Additional runners in the JV and freshmen will be accepted at \$3.00 per runner or \$10.00 per individual runner (when entering 9 or fewer total runners)

For the larger squads, the maximum fee will be \$200.00 (boys and girls separate).

Once your entries have been registered on line and the entries close, your high school is responsible for the entire entry fee. Adjustments will not be made for no-shows.

Entry fees should be made payable to: "Downtown 5K, Inc." Entry fees may be mailed to: Bob Rothenberg, 229 Seabreeze Drive, North Kingstown, RI 02852.

**Meet Rules:**

Guidelines provided by the National Federation of State High School Associations rule book. Please note in particular the articles dealing with uniforms and unsportsmanlike conduct. Coaches and other non-competitors are urged to stay off the runners' path in the woods. No bikes or other vehicles are permitted.

**Parking:**

Park rangers will direct cars to ample parking available within the park. Buses will be allowed to drop off passengers and then follow directions to park in designated areas.

## Facilities:

Bathrooms and food concession available. T-shirts will be sold at the meet. No lockers or showers available at race site. Team tents/canopies permitted.

## Schedule: H-W Races (6)

All races will start on time. Please limit entries to those athletes who can finish within the allotted time for each race.

- 9:00 Race 1 Freshman - 1 Boys
- 9:25 Race 2 Freshman - 1 Girls
- \* 9:50 Race 3 Junior Varsity - 1 Boys
- \* 10:20 Race 4 Junior Varsity - 1 Girls
- \*\* 10:55 Race 5 Varsity - 1 Boys
- \*\* 11:20 Race 6 Varsity - 1 Girls
- 11:50 Opening Ceremony
- \*\* 12:00 Race 7 Championship Boys
- \*\* 12:30 Race 8 Championship Girls
- 12:50 Awards Ceremony for Races #1 - 8
- \*\* 1:10 Race 9 Varsity - 2 Boys
- \*\* 1:35 Race 10 Varsity - 2 Girls
- \* 2:05 Race 11 Junior Varsity - 2 Boys
- \* 2:35 Race 12 Junior Varsity - 2 Girls
- 3:10 Race 13 Freshman - 2 Boys
- 3:35 Race 14 Freshman - 2 Girls
- 3:45 Awards Ceremony for Races # 9 - 14

\* A school may enter an unlimited number in the Junior Varsity race only after it has entered a team in either the Varsity or Championship race.

\*\* A school may elect to enter its top 5-7 runners in either the Championship or the Varsity race. The Championship race should include the top teams in the meet from either Division. Special awards will be offered in the Championship race. A school may enter one or two individuals in the Championship race while running 5-7 other athletes in the regular Varsity race. For the Freshman, Junior Varsity and Varsity races, there will be two divisions based on the school's enrollment.

Division 1: Smaller Schools include all schools whose enrollment for grades 9-12 for one gender (boys or girls) is 470 or less.

Division 2: Larger Schools include all schools whose enrollment for grades 9-12 for one gender (boys or girls) is 601 or more. Schools with an enrollment between 471 and 600 for one gender will be assigned a Division. They will be notified no later than Wednesday, September 19 of their assigned Division.

## Awards:

### Championship Races

- Awards to the top 15 individuals
- Medals to the top 30 individuals
- Plaques to the top 3 teams
- Awards to the coach of the top 3 teams

### Varsity Races

- Awards to the top 10 individuals
- Medals to the top 30 individuals
- Plaques to the top 3 teams

### Junior Varsity Races

- Medals to the top 30 individuals
- Plaques to the top 3 teams

### Freshmen Races

- Medals to the top 30 individuals
- Plaques to the top 3 teams

### PLUS

Awards to the All-Star Teams (The top 5 runners from the Championship plus any Varsity runner with an equal or faster time)

ALSO

### Proposal for Co-Op Cheerleading Program

On the recommendations of Athletic Director Craig Genuardo and High School Principal Eric Tracy, I am requesting the Hamilton-Wenham Regional School Committee approve a Co-Op Cheerleading Program with the Academy of Penguin Hall for the fall 2018 Cheerleading season. There are currently 6 HWRHS Students participating in Cheerleading for the fall 2018 season. We currently anticipate 3 students participating from Academy of Penguin Hall.

The Massachusetts Interscholastic Athletic Association requires the approval of the School Committee, Superintendent, and High School Principal in order to form a Co-Op Team.

Tuesday, September 4, 2018 at 12:14:18 PM Eastern Daylight Time

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**Subject:** FW: 06-06-2018 Minutes

**Date:** Monday, August 20, 2018 at 4:20:00 PM Eastern Daylight Time

**From:** Harvey, Michael

**To:** Polito, David

**CC:** Naomi Stonberg

Hi David,

Please see the email string below regarding the June 6<sup>th</sup> School Committee Minutes.

According to this string:

- The Minutes were sent by Mahala Lettvin on June 13<sup>th</sup> to Stacey Metternick for Stacey's review.
- Stacey returned the Minutes to Donna Bunk on June 25<sup>th</sup>, with the message, "Sorry forgot about these.. Just 4 little errors. I believe all in same paragraph."
- Donna Bunk replied to Stacey on June 25<sup>th</sup> that she would list the Minutes for approval for the first SC Meeting in September.
- Stacey did not reply to her, so Donna assumed that this was acceptable.

Thanks,

Mike

---

**From:** Donna Bunk <D.Bunk@hwschools.net>

**Date:** Monday, August 20, 2018 at 3:59 PM

**To:** "Harvey, Michael" <M.Harvey@hwschools.net>

**Subject:** FW: 06-06-2018 Minutes

*Donna M. Bunk*

Hamilton-Wenham Regional SD  
Executive Assistant to Superintendent  
5 School Street, Wenham, MA 01984  
978-626-0821

*CONFIDENTIALITY NOTICE: When writing or responding, please be aware that the Secretary of State has determined that e-mail is a public record and may not be kept confidential. This e-mail message, and any attachment to it, is intended only for the individual or entity to which it is addressed and may contain confidential and/or privileged information or materials. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. If you are the intended recipient but do not wish to receive communication through this medium, please advise the sender immediately.*

---

**From:** Bunk, Donna

**Sent:** Monday, June 25, 2018 12:09 PM

**To:** Stacey Metternick <s.metternick@hwschools.net>

**Subject:** RE: 06-06-2018 Minutes

Thanks Stacey, I'll put into dropbox for the September meeting.

*Donna M. Bunk*

Hamilton-Wenham Regional SD  
Executive Assistant to Superintendent

District Registrar, Notary  
5 School Street  
Wenham, MA 01984  
Ph. 978-626-0821/ Fax 978-468-7889  
Email: [d.bunk@hwschools.net](mailto:d.bunk@hwschools.net)

*CONFIDENTIALITY NOTICE: When writing or responding, please be aware that the Secretary of State has determined that e-mail is a public record and may not be kept confidential. This e-mail message, and any attachment to it, is intended only for the individual or entity to which it is addressed and may contain confidential and/or privileged information or materials. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. If you are the intended recipient but do not wish to receive communication through this medium, please advise the sender immediately.*

---

**From:** Stacey Metternick  
**Sent:** Monday, June 25, 2018 11:02 AM  
**To:** Bunk, Donna <[D.Bunk@hwschools.net](mailto:D.Bunk@hwschools.net)>  
**Subject:** Fwd: 06-06-2018 Minutes

Sorry forgot about these.. Just 4 little errors. I believe all in same paragraph.

Thanks, Stacey

Begin forwarded message:

**From:** "Lettvin, Mahala" <[m.lettvin@hwschools.net](mailto:m.lettvin@hwschools.net)>  
**Subject:** 06-06-2018 Minutes  
**Date:** June 13, 2018 at 12:32:56 PM EDT  
**To:** "Bunk, Donna" <[D.Bunk@hwschools.net](mailto:D.Bunk@hwschools.net)>  
**Cc:** Stacey Metternick <[s.metternick@hwschools.net](mailto:s.metternick@hwschools.net)>

Hello,

Attached are the minutes from 6-6. We need to include the attachment that Brad passed around to the committee, and label it as Attachment 1, Exhibit 1, or some variation). It's highlighted in the minutes where it is referenced and will need to be included (page 3).

Thanks and let me know if there are any questions.

Best,

Mahala

August 28, 2018

**VIA EMAIL ONLY**

Michael Harvey  
Superintendent, Hamilton-Wenham Regional School District  
M.Harvey@hwschools.net

**RE: Request for extension to respond to complaint**

Dear Superintendent Harvey:

On August 28, our office received your request seeking an extension of time for the Hamilton-Wenham Regional School Committee (the "Committee") to consider its response to a complaint that alleges a violation of the Open Meeting Law, G.L. c. 30A, §§ 18-25. The complaint was originally filed with the Committee by Stacey Metternick on August 15, 2018.

In your request, you state that the Committee will review the complaint at its next scheduled meeting, on September 12, 2018. With the hope that the parties involved can use the additional time to reach a mutually agreeable resolution of the complaint, our office hereby **grants** the request for an extension pursuant to 940 CMR 29.05(5)(b). Please send the Committee's response to the complainant by **Monday, September 17, 2018**, and forward a copy of both the complaint and the response to our office.

Please contact the Division of Open Government with further questions.

Sincerely,



Carrie Benedon  
Assistant Attorney General  
Director, Division of Open Government

cc: Stacey Metternick (via email)  
Hamilton-Wenham Regional School Committee (by mail)





The Commonwealth of Massachusetts  
Office of the Attorney General  
One Ashburton Place  
Boston, Massachusetts 02108

## OPEN MEETING LAW COMPLAINT FORM

### Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

#### Instructions for filing a complaint:

- o Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
  - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body **AND** to the municipal clerk.
  - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
  - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

#### Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address it. At the same time, the body must send the Attorney General a copy of the response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

#### Once the public body has responded to the complaint:

- o If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).



## OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

### Your Contact Information:

First Name: Stacey Last Name: Metternick

Address: 3 Dexter Lane

City: Wenham State: MA Zip Code: 01984

Phone Number: 7143513608 Ext.

Email: s.metternick@hwschool.net

Organization or Media Affiliation (if any): Hamilton Wenham Regional School Committee

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

### Public Body that is the subject of this complaint:

☐ City/Town ☐ County ☒ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Hamilton Wenham Regional School Committee

Specific person(s), if any, you allege committed the violation:

Date of alleged violation: 8/1/2018

## Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

The Hamilton Wenham Regional School Committee has not approved their meeting minutes in a timely manner despite efforts by the secretary to have them scheduled.

The School Committee meets every other week and met on the following days, 6/20, 6/27, and 8/1 without approving the minutes of the 6/6 meeting.

Additionally, on April 25, 2018, the School Committee met in executive session to discuss union contract negotiations. The Committee has met more than 3 times since April 25, 2018, without approving the minutes of the executive session.

Delaying approval of the minutes may make it difficult for members to recall the events accurately.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

The Hamilton Wenham Regional School Committee will comply with the Open Meeting Law by approving minutes in a timely manner, within 30-day or 3 meetings which every is later.

The Hamilton Wenham Regional School Committee will approve the minutes of June 6 and the executive session minutes of April 25 without further delay.

## Review, sign, and submit your complaint

### I. Disclosure of Your Complaint.

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

**Publication to Website.** As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

### II. Consulting With a Private Attorney.

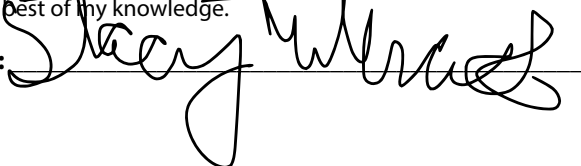
The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

### III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed:



Date:

8/15/18

For Use By Public Body

Date Received by Public Body:

For Use By AGO

Date Received by AGO:

## 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. As places designed primarily to support learning, however, school sites should not serve as permanent memorials for students or staff.~~

~~Permanent memorials for deceased students or staff shall be limited in form to a living memorial or to perpetual awards or scholarships. A living memorial shall be defined as one supported financially and with action by the community. It will be at the School Committee's discretion whether a memorial will be discontinued.~~

~~Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the School Committee.~~

## Suggested Alternative by Policy WG:

~~Any memorial gift must be bound by the following guidelines: Anyone (parent, relative, student council, organization, club, etc.) desiring to donate a gift to the schools that carries a stipulation that it be a memorial needs to approach the Superintendent of the district. When considering acceptance of the gift, the Superintendent will be bound by the following guidelines:~~

- The memorial must be non- permanent in nature.
- 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 deemed appropriate.
- 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 memorial will be presented for approval by the School Committee.~~

~~If the Superintendent has concerns about the appropriateness of the memorial gift, he/she will consult with the School Committee before making a final decision.~~

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## ADVERTISING IN SCHOOLS

### I. Policy

The School Committee recognizes that public schools provide a potential market for business advertising and funds generated from such advertising could be beneficial to the schools.

On the other hand, the School Committee is cognizant of the fact that advertising within our schools would have to be sensibly and thoughtfully regulated so as not be disruptive or run contrary to the law and established District Policies.

Therefore, advertising is permitted on school property subject to the following conditions:

1. Revenue generated from advertising shall be utilized for the sole benefit of the School District and be deposited into the General Fund and recorded in the General Ledger appropriate school department fund as determined by the District Treasurer.
2. Advertising shall not be permitted inside classrooms, in areas near a classroom where students in class may view the advertisement, or in any area which may be disruptive to student learning.
3. Any advertising of products companies, causes and/or organizations allowed by this policy shall be respectful of all people without regard to their disability, race, color, gender, national origin, ethnicity, sexual orientation, gender identity, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics or linguistic characteristics.
4. There shall be no advertising of products, companies, causes and/or organizations which, by virtue of the advertisement, endorse tobacco, "vaping" products, alcohol, illegal drugs or weapons; contain vulgar and plainly offensive, obscene, or sexually explicit language and/or depictions; advocate the violation of the law or any District Policy; advance any religious or political organization; promote, favor, or oppose a candidate for elected office or a ballot measure; be associated with any company or individual whose actions are inconsistent with the District's mission and goals or community values; or otherwise be in violation of law.
5. Advertisements shall not be disruptive or jeopardize the safety of students, staff and/or the public by their content or physical properties.
6. At no time shall school property be damaged by advertisements or by the direct consequences of such advertisements nor shall the School District incur any cost in connection with any such advertisement.
7. Advertisements may be displayed for specific events (i.e., a basketball game or choral event) or over the course of a longer period of time but in no case beyond the duration of the current academic year. Any advertisement which is to be displayed for a longer duration than the current academic year must be approved by the School Committee prior to display.
8. All advertisements for the District are subject to the recommendation of the building principal and approval of the Superintendent. The Superintendent and District School Business Administrator will set the rates for advertisements subject to the approval of the School Committee. These rates may be, without limitation,

dependent upon the size, number of companies/products being advertised and/or duration of the advertisement(s).

## **II. Policy Review and Revision**

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

## **III. Legal References**

**EXHIBIT I2**

C3013

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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 ~~Committee~~ Superintendent will annually review staff and student handbooks to ensure they are consistent with District policies and provide the School Committee with a report on any handbook changes.

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

D4010

**FUNDING PROPOSALS AND APPLICATIONS —~~STATE & FEDERAL~~**

The School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools.

The Superintendent will keep informed of all possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval.

The Superintendent or designee is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

SOURCE: MASC

LEGAL REF: M.G.L. 44:53A

P.L. 874 Impact Aid

Board of Education 603 CMR 32:00; 34:00

~~The Superintendent will take advantage and make use of funds available to the school district under various state and federal programs, and in what manner these funds can best be used in the school district.~~

~~The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval.~~

~~Once a project is approved by the School Committee the Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.~~

LEGAL REFS: M.G.L. 44:53A



**EXHIBIT K2**

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D4014

AUDITS

An audit of the school district's accounts will be conducted annually. In addition, the Committee may request secondary audits of the school district's accounts at its discretion.

The Committee will review all recommendations made by the auditor and make changes where necessary in order to maintain an efficient system for accurately reporting the results of the District's operations and safeguarding District assets.

[Copies of the annual audit will be sent to the Town Manager and Town Administrator.](#)

LEGAL REG: 71:16E

**EXHIBIT L2**

D4024

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INVENTORIES

To serve the functions of conservation and control, a running inventory will be maintained by the Superintendent or his/her designee(s) on (1) buildings and grounds equipment, ~~(2) furniture, (3) administrative technology equipment, infrastructure, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.~~

Each Principal or his/her designee is responsible for maintaining an inventory of equipment, ~~materials and supplies~~ in his/her shops, laboratories, or classrooms. ~~A record will be made available yearly at a minimum, and more often if requested by the School Committee.~~

REC'D: NESDEC

**DRAFT D4027 REGIONAL SCHOOL DISTRICT PAYMENT PROCEDURES**

All claims for payment from the School District's funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, once every two weeks, the Committee will receive lists of bills (warrants) for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee or by a subcommittee of no less than 3 members. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

SOURCE: MASC

LEGAL REFS.: M.G.L. [41:41](#); [41:52](#) [41:56](#); [71:16A](#)

**EXHIBIT N2**

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D4023

~~(DELETE THIS POLICY) DISSOLVING / INACTIVATING A CLUB OR AN ORGANIZATION~~

~~Class accounts are established to benefit students currently enrolled in the school district. Once a class graduates, the school district can no longer be the custodian of these funds. The District is no longer responsible for the money.~~

~~Before a student activity club disbands a decision must be made regarding the disposition of assets purchased by the club. The assets may be donated to another club, donated to the school or sold. Cash or assets from a dissolved club that are left untouched for >365 days will become property of the School District.~~

DONATIONS

SC Meeting: September 12, 2018

- |   |          |
|---|----------|
| EdFund-Cutler Elementary School   | \$820    |
| Amended Amount increase from the June 20, 2018 SC Meeting approval                        |          |
| <ul style="list-style-type: none"><li>• Creating Sensory Supportive Classrooms</li></ul>  |          |
| HW Boys’s Soccer Boosters   | \$2,703. |
| <ul style="list-style-type: none"><li>• Fund an Assistant Soccer Coach @ Step 0</li></ul> |          |

**EXHIBIT O2**

**From:** Dana Allara [<mailto:edfundgrants@gmail.com>]  
**Sent:** Thursday, June 21, 2018 5:38 PM  
**To:** Greene, Carey  
**Cc:** Leone, Vincent; Michelle Horgan; Amy Desimone  
**Subject:** Amended Edfund grant approval

Carey,

On behalf of the Hamilton Wenham Edfund, I am pleased to inform you that your request to amend the 'Creating Sensory Supported Classrooms for All Learners' project grant has been approved by the Edfund Board. The grant has now been approved in the amended amount of \$25,457.00

Please sign and return the attached amended grant acknowledgement form to Vincent Leone.

Thank you,

Dana Allara

**Grant Acknowledgement and Acceptance of Terms**

**PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:**

1. Edfund-Amy DeSimone at [amydesimone12@gmail.com](mailto:amydesimone12@gmail.com) and
2. Hamilton Wenham Administration-Vincent Leone at [v.leone@hwschools.net](mailto:v.leone@hwschools.net)

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

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2018-2019 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

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

School Name: Cutler

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: Creating Sensory Supported Classrooms for All Learners

Grant Amount Approved: \$25,457.00 Date Requested: ASAP

Grant Requestor's Name: Carey Greene, Mary Adamik, Rebecca Pinciario Title: 1<sup>st</sup> Grade teachers

Email Address and Phone Number: c.greene@hwschools.net

**Please attach a detailed budget for your approved grant**

Signature of grant recipient \_\_\_\_\_

Cheryl Glovsky  
4 Hunter Lane  
Hamilton, MA 01982  
(617) 835-1019  
[cheryl.glovsky@gmail.com](mailto:cheryl.glovsky@gmail.com)

9/5/18

Dear HWRSD School Committee:

Please accept this letter as a formal request for the Hamilton-Wenham Boys' Soccer Boosters to fully fund an Assistant Soccer Coach at Step 0 in the amount of \$2,703.00. We have the funds available and can provide that to you upon request.

Please let me know what steps should take place before finalizing this request. I can be reached by email at [cheryl.glovsky@gmail.com](mailto:cheryl.glovsky@gmail.com) or by phone at (617) 835-1019.

My best regards,

Cheryl Glovsky  
Booster President  
Hamilton-Wenham Boys' Soccer