



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

AMENDED

REGULAR SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Wednesday, September 26, 2018

7:30 PM

1. Call to Order 7:30
2. Pledge of Allegiance
3. Approval of Warrants
4. Citizens' Comments
5. Chair's Report
6. Superintendent's Report
7. Consent Agenda
 - a. Field Trip: 8th Grade to Washington DC Exhibit A
 - b. Minutes: September 12, 2018 Exhibit L
8. New Business
 - a. Review Draft Superintendent's Review
 - b. Review By-Laws regarding Assistant Treasurer
 - Appoint Interim Assistant Treasurer
 - c. NEASC Update—Eric Tracy Exhibit B
 - d. School Committee Goals Exhibit C
 - e. Policy Services Offered by MASC Exhibit D
 - f. Policies (1st Reading)
 - B2001 HWRSD By-Laws Exhibit E
 - g. Policies (2nd Reading)
 - C3013 Rules Pertaining to Staff & Student conduct Draft Exhibit F
 - D4010 Funding Proposals Draft Exhibit G
 - D4014 Audits Draft Exhibit H
 - D4024 Inventories Draft Exhibit I
 - D4027 Regional School District Payment Procedures Draft Exhibit J
 - h. Donations: Exhibit K
 - EdFund - \$2,955
 - Cutler Friends - \$1,690
9. Committee Reports
 - a. Policy-Legislative
 - b. Capital Planning-Finance & Turf Field
 - c. Student Rep.
 - d. Other-School Liaisons Updates
10. Other
 - a. Topics for next meeting
11. Vote to Adjourn 9:30

David Polito, Chairperson HWRSC

dmb

Knowledge • Responsibility • Respect • Excellence

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Miles River Middle School Date Submitted: 9-13-18Faculty Sponsor: Craig Hovey Position: Principal

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: _____

Overnight Trip – In-state - Academic Extracurricular - Destination: _____

Out-of-State/Domestic Day Trip –Academic Extracurricular - Destination: _____

Out-of-State/Domestic Overnight Trip ☒ Academic Extracurricular – Destination: Washington D.C.

International Trip (extracurricular only) – Destination: _____

Departure Date: 5/21/19 Time: 5:00 AM Return Date: 5/24/19 Time: 10:00pm Number of Students Eligible: 134 Class/Group: All 8th grade studentsFaculty Sponsor: Craig HoveyOther Faculty/Staff chaperones: TBDOther chaperones: TBDMode of Transportation: Coach Bus – coordinated by Close UpNumber: 2-3 Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

| | |
|--|---|
| 1. Transportation Cost: included | 6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Admission Charges: included | 7. Other Sources of Funding? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Lodging & meals cost: included except bus stops | 8. Amount Available: \$ <u>TBD</u> |
| 4. Other (specify): | 9. Are Student Activity Funds being used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 5. Total student cost: \$995 – inclusive | 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: [Signature] Date: 9/13/18I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirementsPrincipal: [Signature] Date: 9/13/18I 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: _____

Miles River Middle School Close Up Washington, DC Draft Program Schedule: May 21-24, 2019

| Tuesday, May 21 | Wednesday, May 22 | Thursday, May 23 | Friday, May 24 |
|---|--|---|---|
| <p>5:00 AM Depart from MRMS by bus</p> <p>3:00 Approximate Arrival and Orientation at Hotel</p> <p>3:30 Introductory Workshop: How does government impact your lives? What issues are most important to you?</p> <p>5:00 White House (photo-op)</p> <p>6:30 Dinner & Souvenir Shopping: Pentagon City Mall</p> <p>7:45 Monument Tour: Visit the Iwo Jima Memorial, Pentagon 9/11 Memorial and Air Force Memorial</p> <p>9:30 Bus Transfer to Hotel</p> <p>10:00 Room Check</p> | <p>7:45 Breakfast</p> <p>8:30 Jefferson Memorial</p> <p>10:00 FDR Memorial: New Deal & expanded government responsibility</p> <p>11:15 MLK Memorial: Civil Rights and the citizen's role in shaping policy</p> <p>11:45 Lunch: boxed lunches on the Mall</p> <p>12:30 Smithsonian Study Visit, students each choose one of the following: National Museum of American History, Air and Space or National Museum of Natural History</p> <p>2:30 Smithsonian Museum of African American History and Culture: How do we tell the American story?</p> <p>5:45 Georgetown Visit: Take a guided walk and eat dinner</p> <p>8:00 War Memorials: See D.C.'s War Memorials including WWII, Vietnam, Korean, and Lincoln</p> <p>9:30 Bus Transfer to Hotel</p> <p>10:00 Room Check</p> | <p>7:15 Breakfast</p> <p>8:00 Issues in Congress Workshop: Learn about one of the many bills Congress is considering for passage this year</p> <p>9:00 Mock Congress and Capitol Hill Preparation: Participate in an in-depth simulation of the legislative process & develop questions for Capitol Hill visit</p> <p>10:15 Capitol Hill: An inside look at how Congress works <ul style="list-style-type: none"> • Visit the Capitol galleries • Eat lunch • See the Supreme Court and Library of Congress </p> <p>3:45 Holocaust Memorial Museum Study Visit: Visit the permanent exhibit and discuss the idea of collective responsibility</p> <p>5:45 Down-time on National Mall (weather allowing; if rainy, National Portrait Gallery)</p> <p>6:45 Dinner and Social Activity</p> <p>9:30 Bus Transfer to Hotel</p> <p>10:00 Room Check</p> | <p>7:30 Breakfast</p> <p>8:15 Load Luggage</p> <p>9:00 Arlington National Cemetery: Consider how we recognize and honor those who served and how that influences attitudes about war</p> <p>10:45 AM Depart for home with boxed lunches</p> <p>10:00 PM Approximate arrival home</p> |

Study visits led by our highly-trained instructors give students unique opportunities to learn using historic sites and institutions as living classrooms. Workshops and seminars reinforce this learning and help students make personal connections to the roles that they, as ordinary citizens, play in the U.S. democracy.

www.Closeup.org

CLOSE UP
WASHINGTON DC

CLOSE UP PROGRAM CONTRACT

School Contact Information:

School Name: Miles River Middle School
Lead Contact: Craig Hovey
Close Up School ID: MA16838

Close Up Contact Information:

Close Up Representative: Angela Peterson
Phone: 703-706-3424
Email: apeterson@closeup.org

Program Details:

Dates: May 21-24, 2019
Number of Days/Nights: 4 days/3 nights
Grade: 8
Transportation: Bus
Estimated Number of Students: 100
Estimated Number of Adult Chaperones: 10
Student Accommodations: Quads
Adult Accommodations: Doubles*
**For single accommodations, add an additional \$300 per person.*

Program Price:

Student Tuition: \$995
Adult Chaperone Tuition*: \$1345
**One adult fellowship included for every 10 full paying students – can be prorated.*

Program Includes:

- Round-trip coach bus, and bus transportation to and from all activities
- Quality hotel accommodations
- Three meals per day, beginning upon arrival
- Top notch instruction from trained educators
- Educational materials
- 24/7 supervision including night monitors on every hotel hallway
- All program logistics planning
- Booking speakers and Congressional meetings
- Dedicated Close Up Representative
- Liability insurance
- All tips and gratuities
- Medical access to Georgetown Pediatric Center
- Access to Close Up in Class Resource Center

Important Payment Deadlines:

\$300 Nonrefundable Deposit Due: October 26, 2018

\$300 Per Student Deposit Due: February 8, 2019

Participant Cancellation Deadline*: April 5, 2019

Final Payment Due: April 5, 2019

**All payments are non-refundable and non-transferable after 4/5/19. Should you request a refund prior to 4/5/19, Close Up will refund any amounts paid over the initial deposit.*

TOTAL ESTIMATED PRICE: \$995/student

Signature of School Administrator: _____



Date: _____

CLOSE UP FOUNDATION TERMS & CONDITIONS

Please take a moment to read our terms & conditions and contact us at 800-256-7387 if you have any questions. Thank you.

Close Up welcomes participation on its programs without regard to gender, race, color, religion, sexual orientation, gender identity, national origin or disability.

We, on behalf of our school, agree to the following terms & conditions:

1. CAPABILITY: All participants are ready, willing, and able to participate; to treat everyone with respect at all times; and to follow Close Up's rules at all times. The Close Up Program requires a level of education, maturity, and independence of participants. Students must be capable of rooming with other students; keeping up with the intensity of program; riding a charter bus throughout the week; participating in discussions on public policy issues, history, and government with their peers throughout the day; attending seminars; following instructions on where and when to meet instructional staff for workshops, seminars, monument study time, and meals; feeling comfortable with the noise and crowds in Washington, DC; and complying with all rules on program. I affirm that my students are capable of meeting these requirements.

2. CONDUCT ON PROGRAM: All participants shall: (a) show respect at all times during the program, including to students, teachers, Close Up staff, and vendors; (b) be in assigned hotel room before curfew; and (c) participate in all scheduled program activities unless previously excused by Close Up or the School Chaperones. All participants shall not: (a) enter a hotel room assigned to members of the opposite sex; (b) leave program or have visitors without prior permission from parents; or (c) possess or use alcoholic beverages, illicit drugs, tobacco products, and firearms or weapons of any kind. If a participant violates any of these rules as determined by Close Up and the School, we authorize Close Up to send participant home at the expense of their family and with no refund due from Close Up.

3. TRAVEL INSURANCE: Close Up provides general liability insurance while students and teachers are on program in Washington, DC. Additional insurance for travel can be purchased through Travel Guard (or a provider of your choice) to protect against illness, flight delays/cancellations due to bad weather, and last minute cancellations. To purchase travel insurance from Travel Guard, please select Close Up Foundation from the list of Tour Operators and select "TOUR/AIR PACKAGE" in the Airline/Charter field when visiting their site.

4. VALUABLES: We, as a school, will advise students to leave valuables at home. Close Up is not liable for lost or stolen items or for any use of personal property, such as cell phone, even if such use is by other participants.

5. PHOTOS & LIKENESS: On behalf of the school, we consent to the use in any medium of student's names, likeness, audio, video, photographs, or quotes, including posting on Close Up's website. Close Up may use Twitter or other social media to interact with students regarding issues related to the program. I understand and consent to this use of social media by and with students.

6. DAMAGES: If participants cause property damage while on program, we, as a school, agree to pay for all such damages or pass along charges to the respective family. This includes paying cleaning charges for a room in which there has been smoking as determined by the hotel while participants were on program.

7. MEDICATION AND DIETARY NEEDS: Each participant (or school, according to school policy) will care for their recurring medical treatments and medication without Close Up supervision. All medications, injections, or other treatments must be monitored and administered by the participant (or school). We the school will notify Close Up in advance of all medication that needs to be refrigerated. We understand that while Close Up will take reasonable measures to assist with dietary needs, Close Up cannot control or guarantee the contents of food products during travel. Participants with dietary allergies are ultimately responsible for inspecting all food for ingredients related to the allergy.

8. MEDICAL CARE: If participants, in the opinion of a teacher or Close Up or its delegate, need medical consultation or treatment, we authorize such consultation or treatment and authorize release of information as deemed necessary to treat participant and to assist with related insurance matters. We authorize all medical providers to bill insurers directly and will require participants to bring an original health insurance card or a copy of the front and back of the card. Further, we understand that Close Up is not in the business of providing medical care but that Close Up will help participants get access to quality medical care should participant require it while on program.

9. FORMS: All participants must bring the following while on a Close Up program: 1) a completed Medical Questionnaire Form, 2) a signed Consent for Treatment Form and 3) health insurance card or a copy of the front and back of card.

10. PROGRAM PRICE: We understand that the program price includes tuition, room and board, safety and security, activity fees, and secondary health insurance. We agree to pay additional charges that might apply for health technicians or sign language interpretation.

11. AIRLINE FEES: We understand that participants must pay baggage, boarding, or other extra airline fees at the airport and directly to the airline.

12. LATE ENROLLMENT/ADDITIONAL CHARGES: Close Up welcomes new enrollments. However, if a school registers additional participants within 45 calendar days of the program start date, we understand that Close Up may not be able to accommodate the participants due to availability. Also, since Close Up may be booking additional participant's travel so close to the program's start date, we agree to pay any additional airline charges Close Up might incur.

13. DISCLOSURE: We authorize Close Up to share all information on participants' medical and enrollment forms with Close Up employees or their delegates whenever helpful to performing their duties.

14. CREDIT CARD OR BANK ACCOUNT DEBIT CERTIFICATION: By registering our school for your program, we certify that, if our method of payment is credit card and/or bank account debit, we have the proper authority to authorize you to charge our credit card or debit the checking, savings, or other account.

15. STUDENT SURVEY: We authorize participants to be part of an evaluation study of civic knowledge by Marymount University. All information collected in connection with this survey is confidential. For more information, please go to <http://www.closeup.org/lib/ConsentForm.pdf>.

16. PAYMENT: I understand that my school or other responsible parties must agree to pay Close Up a nonrefundable deposit (please see contract for deposit amount) by the deposit deadline and the entire remaining balance no later than the final payment deadline. If I, school, students and/or other adults choose to cancel participation on or after the final cancellation deadline, no refund will be issued for any payment on account. If parties responsible for payment have not made payment in full by the payment deadlines, Close Up, at its discretion, may cancel enrollment. In the event of cancellation for nonpayment, Close Up, at its discretion, may allow student or adult to re-enroll provided space is available, full payment is made at the time of re-enrollment, and participant pays any additional charges assessed due to late enrollment.

Signature of School Administrator: _____



Date: _____

8th grade Washington D.C trip
May 21-24, 2019

Pre-Trip Activities:

An 8th grade trip to Washington D.C. offers an opportunity for very strong curriculum connections to our 8th grade Civics curriculum as well as our 8th grade English units of study on Civil Rights and the Holocaust. The Close Up foundation has a curriculum specialist who will work with our teachers to tailor the specific activities and site visits to meet our needs. Lessons throughout the year can be connected to the Washington D.C.

Post –Trip Activities:

The specifics of the post-trip experience will need to be developed over the course of the year and could include an interdisciplinary projects (individual or group), reflections, or presentations. Given the dates of the trip this year it will more likely be a culminating experience with most of the work leading up to the trip than the basis of an end of the year project.

Alternative Trip:

The trip will be open to all 8th grade students. However, some may be unable or unwilling to attend. We plan on developing a smaller scale experience for students who stay here possibly including trips to Boston or other nearby locations to obtain a similar curricular experience.

Funding Support:

The following groups may provide assistance in funding the trip and reducing the cost for students:

- Close Up Foundation has some financial aid available for students who qualify for free and reduced lunch. The amount depends on how many students qualify.
- Friends of MRMS/HWRHS – The Friends group has offered their support to this trip and I look forward to working with them
- League of Women Voters – I have received positive feedback and would seek support from them.

Chaperones:

MRMS staff: 1 per 10 students
Close Up staff: 1 per 20 students
Close Up Coordinator: 1 per trip
Nurse: provided by MRMS
1 chaperone per 10 students may attend at no cost

Accommodations:

Students: 4 per room
Chaperones: 2 per room with option to pay fee for single accommodations
Night monitors provided by Close Up

Dear 8th Grade Parent/Guardian,

We are excited to have our 8th grade students return to Washington D.C. for a fourth year. This year the trip will take place **May 21st to May 24th 2019**. We had a great trip last year!

We will be continuing our partnership with Close Up (www.closeup.org), a nonprofit and nonpartisan organization that since 1971 has provided hands-on educational programs for over 850,000 students and teachers from across the country.

Using the nation's capital as a living classroom, students will get a 'close up' view of American history, government, and democracy in action that will bring connect to the 8th grade curriculum particularly in the areas of civics, the Holocaust, and human rights. Miles River teachers will be developing the program along with Close Up staff. Close Up trains its own staff of full-time teaching fellows to deliver an engaging and exciting curriculum that helps students connect what they are seeing and experiencing in D.C. to what they have learned in school.

During our time in Washington, students will have the opportunity to visit many of the key institutions and historic sites of Washington D.C. —highlights include:

- Famous monuments and memorials
- World-renowned Smithsonian Museums
- Mock Congress -- an in-depth simulation of the legislative process
- Opportunity to meet with members of Congress or staff on Capitol Hill
- Discussions about current issues facing our community and country

Safety is Close Up's #1 priority – Close Up provides 24-hour supervision on program, including night monitors on every hotel hallway, one instructor per twenty students, a program leader and a dedicated Close Up representative for our school. Close Up is a full-service provider -- the all-inclusive tuition cost of \$995 per participant includes the round-trip coach bus transportation, quality hotel accommodations, all meals, entrance fees, program logistics and planning.

We invite all interested families to hear more about this coming year's Washington, DC trip at a meeting that will be held in the **Miles River Multipurpose room on Tuesday October 23rd at 7:00pm**. If you are unable to attend the meeting, please feel free to contact me at c.hovey@hwschools.net. We hope your student joins us for this once in a lifetime experience!

Sincerely,

Craig Hovey
Principal

CLOSE UP METHODOLOGY AND INSTRUCTION

Our pedagogy arises directly out of the Close Up mission: To inform, inspire, and empower students to exercise the rights and accept the responsibilities of citizens in a democracy.

Though our many student programs each have their own distinct learning goals, they all share a common grounding in the aims of our mission. That mission informs every aspect of the design, content, and instructional method of all Close Up programs. The overarching goal of all our student programs is to equip students with the knowledge, skills, and dispositions necessary for effective and responsible participation in the processes of democratic society and the American political system. Given that goal, our core commitment to experiential learning becomes clear: Citizenship in a democracy demands a readiness to act; Close Up's role in helping students develop that readiness and capacity lies in direct exposure to the foundations, institutional structures, and day-to-day practices that underlie reasoned discourse, debate and decision-making.



The methodology and instructional practices described below rely on over 40 years of developed expertise, to precisely craft experiential learning models to the goal of our programs and the aims of our mission.

While there is no single "ism" that defines the Close Up methodology, we draw from a family of four influences as we design, adapt, and innovate our programs.

Experiential Education

We see the primary role of the Close Up experience as complementary to classroom civic learning; our primary learning out of the book and place it in the lived experience of the student. In order to move from the conceptual civic education to an empowering engagement with the concrete processes and controversies of contemporary political activity, Close Up provides students with practical opportunities to experience for themselves the problems and political activity.

Implications for instruction: Extensive use of case-studies of law and policy, simulations, role-playing activities, and demonstrations of the actual processes of government and policymaking. Students also engage in more organic political discourse and deliberation while visiting the Capital's many institutions where such activities take place at memorial sites that are symbolically central to concepts and controversies of American history and the American system.

Cooperative Learning

For Close Up's educational aims, the use of cooperative learning techniques is not only a method for efficient mastery as David Johnson and Roger Johnson state in "What Makes Cooperative Learning Work":

Cooperative experiences are not a luxury. They are an absolute necessity for the healthy social development of individuals who can function independently...[They are] essential for developing pluralistic values.

While studies vary as to the efficiency of cooperative learning structures as means for the transmission of information, one of the most fully researched and agreed upon conclusions regarding cooperative learning is its effectiveness in promoting students' cooperative and communicative skills. Among the demonstrated benefits of cooperative learning is the development of skills and dispositions correlated with pluralism, pro-social behavior, and democratic self-government—skills at the heart of democratic citizenship and the Close Up mission. We are proud of Close Up's role in advancing state-of-the-art implementation of cooperative learning in site-based experiential programs.

Implications for instruction: Instructors provide precisely calibrated scaffolding and specially designed materials to support student-facilitation and peer-to-peer engagement for small-group work, discussion group activities, as well as simulations and other activities.

Issue-Centered Education

At the heart of experiential education is the idea that the most natural and effective way people learn is through encounters with real-world problems. Thus, whenever people seek to train students for real-world skills, they turn to the time-tested approach of presenting subject-related problems that the student must solve. For Close Up's brand of civic education, since the skills we seek to help students build are those of effective democratic citizenship, at least among them critical thinking and civil discourse—the real-world problems we set before students are complex political and public policy issues.

Implications for instruction: Our instructors are trained in the use of controversial issues and to present these in a 'multipartisan' manner, ensuring that students explore all sides of any given issue and that various sides of a civilly debated, and fairly evaluated. The types of controversial issues we place at the center of our lessons are current policy controversies and political debates, as well as enduring tensions or conflicts among central values of democracy.

Education for Democracy

Dating as far back as Thomas Jefferson, one of the most durable themes in American education is the deep connection between democratic self-government and education. From Jefferson to Albert Shanker, from Horace Mann to John Dewey, from John Dewey to the most recent report from the Civic Mission of Schools, American scholars, educators, and statesmen have envisioned a method of education that would provide students a model forum in which to learn about democracy through its guided practical enactment. For Close Up methodology, this influence reminds us that we do not teach students about democracy, but to empower them to do democracy.

Implications for instruction: Our instructors are trained, and our lesson plans are crafted, to build students' dispositions for democratic engagement. In addition to reflecting on new knowledge and skills students build during the program, instructors help participants reflect on their own political efficacy and to assess their growth as democratic citizens.



Close Up Foundation, 1330 Braddock Place, Suite 400, Alexandria, VA 22314 | 703-706-3300 or 800-CLOSE

CLOSE UP

U.S. - INTERNATIONAL

CLOSE UP PROGRAM SERVICES: HOTEL INFORMATION, TRAVEL OPTIONS AND MEDICAL CARE

What kind of hotels does Close Up offer?

We partner with 3- and 4-star hotels in the DC metropolitan area. All hotels are enclosed (rooms open to indoor hallways, not outdoor walkways) and include a hot breakfast buffet. Close Up night monitors are stationed on each hallway overnight to check students into their rooms, manage behavior, and address any needs that arise.

Examples of our hotel partners include:

- Hilton Crystal City, 2399 Jefferson Davis Hwy; Arlington, VA
- Holiday Inn & Suites Alexandria Historic District, 625 First St, Alexandria, VA
- Key Bridge Marriott, 1401 Lee Hwy; Arlington, VA
- Doubletree Silver Spring, 8727 Colesville Rd; Silver Spring, MD
- Hilton Mark Center, 5000 Seminary Road; Alexandria, VA

What round-trip travel options does Close Up provide?

Close Up's travel department coordinates round-trip transportation to and from Washington, DC for all students and chaperones. Schools have the option of electing bus or air transportation with Close Up, or may choose to coordinate travel independently. Close Up provides coach bus transportation in Washington, DC throughout the course of the program.

Busing - All buses are chartered private coaches equipped with heating and cooling, overhead and undercarriage storage, and latrines. Frequently used companies include Yankee Trails, Eyre, Quiks, and Maryland Coach.

Flying - Flights are booked in order to best fit program schedules at the best rate. We consider all airlines and all three airports in the DC area: Washington-Dulles, Washington Reagan National, and Baltimore-Washington International. When students travel by air, a Close Up representative meets the group at the airport and accompanies them on a chartered bus to their hotel.

Close Up Travel Support - Our toll-free number is staffed by our transportation team during your travel and we monitor all bus travel and arriving and departing flights throughout the day (and night). If any problems arise (delays, weather, last minute changes), schools can call 800-336-3689 and we will work with you to find a solution.

What if someone gets sick on program?

Close Up partners with several leading health care providers; including Georgetown University Children's Medical Center (GUCCMC) to ensure that students have access to quality health care should they get sick while on program. As an added precaution, Close Up program staff is trained in CPR, AED, and First Aid. We also maintain a dedicated staffer on each program to assist students who are ill. Typically, this assistance includes accompanying them when they're taken for medical treatment, waiting with them at the facility while they're being treated, and accompanying them back to the hotel as well. Close Up, along with the trip coordinator will work together to ensure that students get timely access to quality health care should the need arise while on program. We have dedicated staff members to stay with any students that are not able to participate on program.



FINANCIAL AID AND FUNDRAISING

Close Up has some financial aid available for students who qualify for free and reduced lunch. The final monetary amount depends on how many students qualify from each school and the total number of students who participate on Close Up.

Fundraising

We encourage students to utilize several fundraising methods. Close Up students often write letters and emails asking for tax deductible donations. We also offer you and your students the ability to use the internet to help raise funds for your school and your students' participation in Close Up.

Letter Writing Campaign

A student can begin a letter writing or email campaign by using our sample fundraising letter found on the next page. We recommend reaching out to family, friends, local businesses, and community members.

Donations Through Our Website

1. Direct donors to go to www.closeup.org, and click on the 'Donate' link on the bottom of the website, or directly via this link: <http://www.closeup.org/programs/SupportCivicEd.aspx>.
2. Suggest they select either "Sponsor a School" or "Sponsor a Student."
3. Provide the donor with your School ID or the Participant's ID number depending on whether they've elected to donate to the school or the student.
4. Payment can then be made with check or credit card and will be deposited right into the account.
5. Tell the donor their donation may be tax deductible (they should check with their tax advisor); give them our Federal Employer Identification number, 23-7122882, or if a donor wants a receipt they can call our finance department at 800-Close-Up ext, 416.

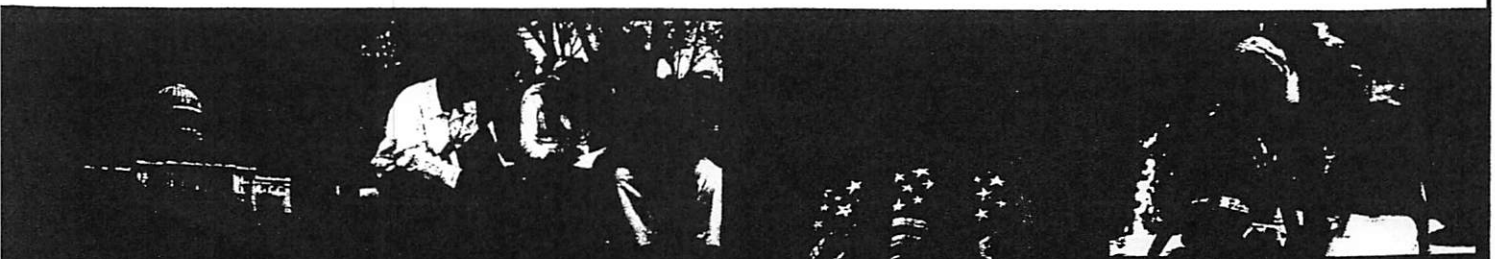
Online Donations Through Various Platforms

1. Create "Your Very Own Close Up Donation Website" via a free web host, like blogspot.com and link it to our "Donate" Page.
2. You can also try to raise money using a website like <http://www.donorschoose.org>, who sets it all up for you.
3. You can also set up a link from your school website to Close Up's "Donate" page, or post it on your www.facebook.com page, personal blog, etc. Be sure to include your school ID.
4. Utilize your ability to send mass emails in order to send out larger quantities of letters (this will save you money on postage and target more people).

For over 40 years, Close Up Foundation has provided the highest quality hands-on educational program in the country. From the moment they arrive in D.C. until they return home, we are committed to providing a safe, secure and memorable experience for students.

Safety and Security Measures:

- Male and female participants will be separated and housed on separate floors at each hotel. Close Up's professional security staff will monitor hotel rooms and hallways each night from 10:00 p.m. to 6:00 a.m.
- Each hotel will have a program staff member who will reside at the hotel during the program. Close Up staff is available in case of an emergency and all students and teachers are provided with the Close Up staff room number and contact information.
- All students are accounted for at all times via roll calls at all Close Up-led program activities, 7:00 a.m. through 10:00 p.m., upon arrival through departure. Close Up participants and staff wear their Close Up name tags at all times. The Close Up emergency number—703-706-3505—is listed on the back of each nametag and on all student and teacher daily schedules.
- Students are chaperoned at all times during program-led activities by their teachers and/or Close Up's professional male and female staff.
- As always, Close Up's student and teacher program supervisors and bus drivers have cell phone availability to allow efficient communications between the Close Up headquarters and program participants at all times.
- Local and national news and government reports regarding security conditions in the city, site locations on Capitol Hill, and all transportation systems are monitored round-the-clock by Close Up administrative staff. Relevant news alerts and instructions will immediately be communicated to program staff at all times of the day and night.
- All Close Up staff, comprised of both male and female instructors, is professionally trained to respond quickly and effectively in the event an emergency situation arises. All our staff master evacuation procedures and routes from all Close Up activity locations. Additionally, all our staff members working with students have undergone criminal background checks and are trained in CPR, AED and First Aid.
- Close Up partners with several leading health care providers, including Georgetown University Children's Medical Center (GUCMC), to ensure that students have access to quality health care should they need medical attention while on program. 9-1-1 emergency services are available around the clock – from when our program starts until it ends. We also maintain a dedicated staffer on each program to assist students who are ill, and GUCMC maintains a pediatric doctor on-call who will assist and make appropriate referrals if needed. Typically, the Close Up staffer will assist with accompanying students when they're taken for medical treatment, waiting with them at the facility while they're being treated, and accompanying them back to the hotel as well. Close Up, along with your teachers, will work together to ensure that students get timely access to quality health care should the need arise while on program. We also have dedicated staff members to supervise any students that are not able to participate on program.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/13/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|---|--|
| PRODUCER SHANNON & LUCHS INSURANCE AGENCY INC 400 Professional Drive Suite 100 Gaithersburg MD 20879 | CONTACT NAME: Darlene Phelan, CISR PHONE (A/C, No, Ext): (301) 670-7370 E-MAIL ADDRESS: darlene@slins.com FAX (A/C, No): (301) 670-7390 |
| INSURED Close Up Foundation 1330 Braddock Place 4th floor Alexandria VA 22314 | INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins Co INSURER B: Chubb Insurance Company INSURER C: INSURER D: INSURER E: INSURER F: |
| | NAIC # 18058 00914 |

COVERAGES**CERTIFICATE NUMBER:** CL187215828**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | PHPK1845725 | 07/01/2018 | 07/01/2019 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | PHPK1845725 | 07/01/2018 | 07/01/2019 | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 OCCUR CLAIMS-MADE | | | PHUB9637157 | 07/01/2018 | 07/01/2019 | EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A | | | 42WEJS7957 | 07/01/2018 | 07/01/2019 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**Miles River Middle School
787 Bay Road

South Hamilton,

MA 02982

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, September 12, 2018 7:00 PM**

Present:

Jeanise Bertrand
David Polito, Chairperson
Michelle Bailey
Stacey Metternick, Secretary

Also Present:

Michael Harvey, Superintendent
Jeffrey Sands, Assistant Superintendent
Lauren Verge, Student Government Representative

1. Call to Order

7:00pm

David Polito calls the meeting to order at 7:10 pm.

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Approval of Warrants

Present: Jeanise Bertrand, David Polito, Michelle Bailey, Stacey Metternick

Also present: Don Gallant, HWRSD Treasurer, Mahala Lettvin, Recording Secretary

Meeting Called to order at 7:13 pm by David Polito

The following warrants were approved:

| Voucher # | Amount |
|------------------|---------------|
| 1009 | \$720,787.66 |
| 6 | \$11,056.87 |
| 2611 | \$748,247.46 |
| 2612 | \$141,054.03 |

Roll Call Vote: All approve.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE
ADJOURN THE WARRANT SUBCOMMITTEE MEETING AT 7:22PM**

MOTION by David Polito; SECONDED by Stacey Metternick.

Unanimously approved by 4 members present.

4. Citizen's Comments

Nancy Peterson, 111 Chebacco Rd. Hamilton: Nancy explains the history of booster organizations, specifically her involvement in securing sponsors for the annual soccer team

Hamilton Wenham School Committee
09/12/2018 Meeting Minutes
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roster. She states that the process of sponsorship for this purpose has remained consistent until last year, at which point she was informed policies had changed. Nancy asks the School Committee to reconsider this policy, further arguing that individual sports teams are best positioned to determine how to spend funds (e.g. team dinners, plaques, etc.).

Jim Moynihan, 25 Rust St. Hamilton: Jim provides an overview of his experience with HWRHS Football Team's booster organization. Copies of both the soccer roster and the football roster are handed to the committee for review. Jim thanks the School Committee members for lowering athletic user fees, as the number of football players this year has increased significantly. Jim agrees with Nancy, and asks that the School Committee maintain practices allowing booster organizations to fundraise, locate sponsors, and ultimately determine how funds are spent.

David Polito explains that during a policy review last year, the School Committee found issue with Policy D4003 *Advertising in Schools* (see exhibit H2) which directed all funds obtained from advertising materials to be deposited into a general ledger. He explains that tonight's agenda item centered around revision to this policy, with the hopes of allowing teams (and booster organizations) to maintain these practices.

Further discussion surrounding the amendments to Policy D4003: current language specifies revenue generated from advertising be deposited into a general ledger, however, amended language would allow revenue to be deposited into "appropriate school department fund as determined by the District Treasurer." School Committee marks Policy D4003 as a 1st reading (erroneously specified as a 2nd reading in the agenda), and encourages citizens to stay for further discussion later in the evening.

Lisa Bial, 25 Monument St. Wenham: Lisa thanks the School Committee for their assistance with the new Buker Playground. She asks for clarification on Policy B2011, *Memorials for Deceased Students or Staff* (Exhibit G2), specifically the first bullet point, "the memorial must be non-permanent in nature." School Committee members encourage Lisa to stay for further discussion later in the evening.

5. Chair's Report

- None at this time.

6. Superintendent's Report

- Welcome Lauren Verge, School Government Representative!
- Faculty began the school year on Monday August 27th with annual convocation in the Ferrini Auditorium. Morning program included summer memory slideshow, addresses from Dr. Harvey & John Kotch, new staff introductions, and recognition of teachers attaining professional status. The program concluded with a keynote address from HWRHS Senior, Lauren Verge. Teachers then participated in professional development, including K-8 math resources.
- Students in grades 6 and 8 came into the Middle and High Schools on Tuesday for their orientation.
- All students returned to school on Wednesday August 29th.
- Dr. Harvey thanks staff and students at Winthrop, the Middle School, and the High School for being flexible during Wednesday's late morning power outage.
- On August 27th, a group of over 50 people, representing HWRSD administrators, teachers, nurses, custodians, building secretaries, and members

of the Hamilton and Wenham Police and Fire Departments began a two-day course to become ALICE Instructor Certified. The 16-hour course offered instruction on implementing ALICE Protocols and included drills and role-playing scenarios. Participants were sent a link to the online component of the training, which needs to be completed by September 28th.

- Ultimate goal is to have HWRSD become “ALICE Certified Organization.” The next step in this process will be to have the remainder of faculty and public safety officers participate in the online component of the ALICE Basic Certification Program. After completion of the online training, in-house certified instructors will provide the drill portion of the training. The final phase consists of training students.
 - Jeff Sands states that the remainder of HWRSD staff will be trained in the E-Learning ALICE component by mid-October;
 - Jeff Sands predicts that the drill training for teachers and staff (approximately 400) will likely occur within the next 6 months;
 - Jeff Sands predicts that students (beginning with High School students) will begin receiving drill training by the end of this school year.
- The new Buker School Playground was installed this summer. The playground celebrates the life of Jennifer Maio, a Buker Elementary School third-grader who passed three years ago. Last Thursday, the Buker School Community invited Jennifer’s family to cut the ribbon and officially open the new playground. On behalf of the Hamilton-Wenham Regional School District, Dr. Harvey thanks everyone who helped make this vision a reality:
 - The Playground Committee Members, Friends of Buker, and Mr. Brian O’Donoghue for developing a vision for this project and leading fundraising efforts;
 - The Community Preservation Committees of both Hamilton and Wenham for their support for this project;
 - Assistant Superintendent Jeff Sands, and Director of Facilities Jason Waldron, for managing this project;
 - Town of Wenham and their Maintenance Department for demolition and site preparation;
 - Buker School’s Class of 2018, who contributed to the playground’s design in memory of their classmate.
- Last Wednesday, the Hamilton-Wenham Regional High School student government kicked their year long community service with a whole-school ice bucket challenge. Police and Fire Departments assisted in filling buckets, some even joining in on the challenge. The ice bucket challenge raised over \$600.00. A link to the video can be found [here](#).
- Upcoming events:
 - High School Curriculum Night: September 13 @ 6:30 PM
 - Cutler Icebreaker Night: September 17 @ 5:00 PM
 - Buker Curriculum Night: September 17 @ 6:30 PM
 - HWRHS Senior Parent Night: September 20 @ 6:30 PM
 - Winthrop Curriculum Night: September 24 @ 6:00 PM
 - Middle School Open House: September 25 @ 6:30 PM
 - Middle/High School Stem Night: October 3 @ 6:30 PM
- School Choice Report Exhibit Q2

Discussion regarding the School Choice report, as well as assumptions made surrounding School Choice in the District Budget (as explained in Exhibit Q2).

Michelle Bailey requests an agenda change: move items from *8) New Business/ d) Policies- 2nd Reading* (2 items) before *7) Consent Agenda*. David Polito approves this request.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE SUSPEND THE RULES AND CHANGE THE ORDER OF THE AGENDA: REQUEST TO MOVE ITEM 8/D POLICIES - 2ND READING OF B2011- MEMORIALS FOR DECEASED STUDENTS OR STAFF AND ITEM 8/D POLICIES - ERRONEOUSLY LISTED AS 2ND READING, CORRECTED TO THE 1ST READING OF POLICY D4003- ADVERTISING IN SCHOOLS BEFORE ITEM 7/ CONSENT AGENDA.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand.
Unanimously approved by 4 members present.**

8. New Business

D. Policies: 2nd Reading

- B2011 – *Memorials for Deceased Students or Staff* Exhibit G2

Michelle Bailey speaks about this policy including specific wording to prevent the School District from assuming the burden of maintenance and/or replacement costs. Further discussion regarding “non-permanent” memorials, amending the language of the policy for further clarification, etc.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE STRIKE THE FIRST BULLET POINT, “THE MEMORIAL MUST BE NON-PERMANENT IN NATURE” FROM POLICY B2011- MEMORIALS FOR DECEASED STUDENTS OR STAFF.

**MOTION by Michelle Bailey; SECONDED by Stacey Metternick.
Unanimously approved by 4 members present.**

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE POLICY B2011 - POLICY FOR MEMORIALS FOR DECEASED STUDENTS OR STAFF, AS AMENDED.

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Unanimously approved by 4 members present.**

- D4003 – *Advertising in Schools* Exhibit H2

This is a 1st reading, not 2nd reading as written in agenda.

Stacey Metternick asks that should members agree on the outcome, that this policy move immediately to a 2nd reading and adoption.

Discussion regarding booster organizations, advertising in the schools versus outside schools, other avenues of advertisements (such as those found in theatre programs), distinction between boosters and other fundraising efforts, boosters operating as 501(c)(3) organizations, booster policies in other districts, handling of funds, etc.

Jeff Sands points out that there are two issues to consider: (1) the regulation and control of advertising, and (2) where the money gets deposited.

Further discussion on booster organizations, student activity accounts, intentions of advertising policy, School Committee providing permission to the booster organizations to distribute specific programs with advertising, the immediate issue at hand and strategies for resolving this issue.

Michelle Bailey reads the [MASC model policy](#) on advertising:

The School Committee may grant permission for advertising of commercial products or services in school buildings or on school property under guidelines or regulations it may approve. Otherwise, no advertising of commercial products or services will be permitted in school buildings or on school property. Publications of the school district will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school district to promote any product will not be permitted by the Committee.

Discussion on policy language, adopting the MASC policy, and holding both 1st & 2nd readings in same meeting. Michelle Bailey states that although she thinks a 1st & 2nd reading occurring in the same meeting is the right thing to do, she is uncomfortable doing so.

Jeff Sands explains that should the MASC policy be implemented, the booster organizations would continue to spend funds by their own determination (e.g. socks, jackets, etc.), but would come before the School Committee to present the funds they wish to be used for a specific purpose regulated by the school committee, with the committee then moving to accept said funds. Booster organizations would be able to spend money on plaques, equipment, clothing, etc. as they have in the past, however funds for hiring a coach, reducing user fees, or other such items governed by the School Committee would require booster organizations to present funds as a donation for that specific purpose. Booster organizations would need to request permission to include advertising on an annual or as-needed basis. Any materials with advertisements would need School Committee approval.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE STRIKE THE LANGUAGE IN POLICY D4003, ADVERTISING IN SCHOOLS, AND REPLACE WITH THE LANGUAGE FOUND IN THE MASC POLICY KHB, ADVERTISING IN THE SCHOOLS, AS STATED [ONLINE](#).

**MOTION by Stacey Metternick; SECONDED by Jeanice Bertrand.
Unanimously approved by 4 members present.**

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE SUSPEND THE RULES, AND ENTER INTO A SECOND READING OF POLICY D4003, ADVERTISING IN SCHOOLS, AS STATED .

**MOTION by Michelle Bailey; SECONDED by Stacey Metternick.
Unanimously approved by 4 members present.**

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE POLICY D4003, ADVERTISING IN SCHOOLS, AS IS.

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.
Unanimously approved by 4 members present.**

Nancy Peterson, acting on behalf of the HW Girls' Soccer Team booster organization, requests permission to solicit sponsors, advertise said sponsors in the HW Girls' Soccer roster, and distribute this roster on school grounds.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE HW GIRLS' SOCCER TEAM BOOSTERS' REQUEST TO INCLUDE ADVERTISEMENTS IN THE HW GIRLS' SOCCER TEAM ROSTER AND DISTRIBUTE ON SCHOOL GROUNDS.

MOTION by Stacey Metternick;

Michelle Bailey states that she is uncomfortable blanket approving advertising requests, and would like a form regulation to guide the committee in approving such advertising requests.

**MOTION SECONDED by Jeanise Bertrand.
Unanimously approved by 4 members present.**

Jim Moynihan, acting on behalf of the HW Football Team booster organization, requests permission to sell and distribute the HW Football annual game program, which will be similar to last year's program currently before the committee (exhibit/attachment #). Jim Moynihan further requests permission to hang banners at the football stadium.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE HW FOOTBALL TEAM BOOSTERS' REQUEST TO INCLUDE ADVERTISING IN THE ANNUAL FOOTBALL PROGRAM, AS WELL AS ADVERTISING IN THIS YEAR'S BANNERS TO BE HUNG ON SCHOOL GROUNDS.

MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AMEND THE CURRENT MOTION TO INCLUDE THAT ALL BANNERS WILL ALSO BE APPROVED BY THE HAMILTON WENHAM REGIONAL HIGH SCHOOL PRINCIPAL.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand.
Amendment unanimously approved by 4 members present.
Original motion unanimously approved by 4 members present.**

Discussion regarding historical practices in hanging banners. Jim Moynihan agrees to consult with athletic director and other interested parties as needed before hanging banners.

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

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA INCLUDING MINUTES, WARRANTS, AND POLICY DOCUMENTS WITH NO CHANGES - ALL AS LISTED ABOVE, AS WELL AS THE FIELD TRIP REQUEST - XC TO WARWICK RI AND APPROVAL OF THE CO-OP CHEERLEADING PROGRAM; THERE WILL BE NO FURTHER DISCUSSION ON THESE ITEMS.

Michelle Bailey request to pull item E - Approval of Co-Op Cheerleading Program.

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.
Unanimously approved by 4 members present.**

Michelle Bailey reviews the Co-Op cheerleading program: school anticipated 3 students (down to 1 student currently). Michelle Bailey states her memory has been refreshed and no further discussion is necessary.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE CONSENT AGENDA ITEM E: APPROVAL OF CO-OP CHEERLEADING PROGRAM, THERE WILL BE NO FURTHER DISCUSSION ON THIS ITEM.

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Unanimously approved by 4 members present.**

8. New Business

A. Review draft Superintendent's Review

David Polito was unable to review all needed information; as a result this will be tabled.

B. Open Meeting Law Complaint Response

Exhibit F2

Open Meeting Law complaint submitted on 08/15/2018 contains 2 alleged violations centered around the timely approval of minutes: (1) 06/06/2018 School Committee minutes, and (2) 04/25/2018 executive session minutes.

Regarding the 06/06/2018 minutes: David Polito states these minutes were approved earlier this evening as part of the consent agenda, and reviews the email thread between Donna Bunk, Stacey Metternick, and Mahala Lettvin. This email shows that Donna Bunk replied to Stacey Metternick that the 06/06/2018 minutes would be put on the agenda for September's meeting. Stacey Metternick did not reply to this email, indicating that she had no objection to the minutes being approved in September's meeting.

Stacey Metternick points out that she specifically asked David Polito, acting as Chairperson, for the 06/06/2018 minutes to be included in the 08/01/2018 consent agenda. Because this did not happen, Stacey then filed a complaint on 08/15/2018. A further discussion between Stacey Metternick and David Polito regarding OML violations and professionalism in handling the secretary's request.

Regarding the 04/25/2018 Executive Session minutes: David Polito reviews the email thread between Stacey Metternick, David Polito, and Gene Lee. Review of General Law G.L. c. 30A, § 22(f), and reviews process by which executive session minutes are approved/posted.

Michelle Bailey reads from the Attorney General's Website about approval of executive session minutes in a timely manner. Michelle points to the difference of approving the minutes and the release of those minutes to the public.

Dr. Harvey states that executive session minutes may be approved either through another executive session meeting (a cyclical process) or through an appointed individual approving the minutes. Reading from the [Attorney General's website](#), Dr. Harvey provides details about this, and reads, "Executive session minutes must be approved in a timely manner, just like open session minutes. Executive session minutes may be withheld from disclosure 'as long as publication may defeat the lawful purposes of the executive session, but no longer.' G.L. c. 30A, § 22(f). If a public body reviews confidential portions of executive session minutes in open session, it may risk publicly disclosing confidential information. For this reason, a public body may decide to designate the chair or another individual to review and approve executive session minutes, or it may review the minutes together in executive session."

Dr. Harvey's recommendation to the School Committee would be to appoint one member to

review and approve executive session minutes. Dr. Harvey points out that the 01/24/2018 executive session minutes need to be approved in addition to the 04/25/2018 executive session minutes.

Stacey Metternick volunteers to review executive session minutes and email Donna Bunk upon approval of the minutes.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE DESIGNATE THE SECRETARY TO APPROVE EXECUTIVE SESSION MINUTES IN A TIMELY MANNER, AND REPORT THAT HE/SHE HAS DONE SO.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand.
Unanimously approved by 4 members present.**

Dr. Michael Harvey will provide a response to this complaint stating that the 06/06/2018 minutes were approved at tonight's meeting, and the 04/25/2018 executive session minutes will be reviewed and accepted within the week.

C. School Committee Goal Development

School Committee members discuss the goals for 2018/2019, addressing specific concerns, thoughts, and questions throughout the goals listed below:

Goal # 1: Advocate for a budget that calls for educational excellence while being mindful of the fiscal constraints of the communities.

Goal # 2: Prioritize Capital Plans

Goal # 3: Monitor the Cutler SOI Process and take action as information is revealed

Goal # 4: Communication

Goal # 4A: More active outreach to our legislators regarding our needs

Goal #4B: More communication with town committees--BOS/FINCOM

D. Policies: 2nd Reading

- B2011 – Memorials for Deceased Students or Staff Exhibit G2
- D4003 – Advertising in Schools Exhibit H2

These items were discussed earlier in the meeting (beginning on page 4) as a result of Michelle Bailey's motion to suspend rules and move agenda items.

E. Policies 1st Reading

Michelle Bailey provides an overview of the policies being presented for 1st reading:

- C3013 Rules Pertaining to Staff or Student Conduct Exhibit I2
 - Changes include the Superintendent's annual review staff and student handbooks (replacing the School Committee's annual review of handbooks). Dr. Harvey would then provide a report detailing any handbook changes every fall.
- D4010 Funding Proposals Applications-State Federal Exhibit J2
 - Adoption of the MASC policy.

- D4014 Audits Exhibit K2
 - Changes include language that copies of the annual audit will be sent to the Town Manager and Town Administrator.
- D4024 Inventories Exhibit L2
 - Changed to reflect that only items that have a license plate or specific inventory sticker, rather than broad categories of items, shall be inventoried.
- D4027 Regional School District Payment Procedures Exhibit M2
 - Adoption of the MASC policy.

F. Policies: Deletion

- D4023 Dissolving-Inactivating a Club or an Organization Exhibit N2
 - This is addressed in a separate policy; not needed.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE DELETE POLICY D4023 - DISSOLVING-INACTIVATING A CLUB OR AN ORGANIZATION.

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Unanimously approved by 4 members present.**

G. Donations

EdFund – Creating Sensory Supportive Classrooms
Increase from original amount approved - \$820.00

Exhibit O2

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM EDFUND FOR CUTLER'S CREATING SENSORY SUPPORTIVE CLASSROOMS (INCREASE FROM ORIGINAL GRANT) FOR \$820.00

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Unanimously approved by 4 members present.**

Thank you to Ed Fund for your continued generous support of our students and schools!

Boys' Soccer Boosters –
Donation to support an Assistant Soccer Coach \$2,703.00

Exhibit O2

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE BOY'S SOCCER BOOSTERS IN THE AMOUNT OF \$2,703.00 TO FUND AN ASSISTANT SOCCER COACH.

MOTION by Stacey Metternick;

Discussion regarding the practice of booster organizations donating funds for the specific purpose of hiring a coach. Michelle Bailey states her concerns since this position was not included in the budget. Jeff Sands explains that the boosters have funded coach positions in the past, but these are now being presented for approval by the School Committee in order to be considered employees and receive workman's comp coverage and other benefits.

Michelle Bailey states that she would prefer for this position to be included in the budget. And then for the boosters to increase user fees to cover the cost of the position, after which they could donate the amount of money to reduce the user fees.

**MOTION SECONDED by Jeanice Bertrand.
Unanimously approved by 4 members present.**

Thank you to the Boy's Soccer Boosters for their generous donation to fund an assistant soccer coach!

Stacey Metternick asks for appointment of a District Temporary Assistant Treasurer in order to send checks in a timely manner. Stacey suggests a School Committee member take this position. School Committee members discuss qualifications, strategies, and next steps for this position.

9. Other

A. Topics for Next Meeting

- District Assistant Treasurer position;
- Review Committee Bylaws;
- SRO - scheduled for future meeting;
- Update on Long Meadow property;
- Update on teaching staff turnover rate;
 - Jeff Sands points out that the report would require staff time, and with limited resources this item may be better suited for a later meeting

Michelle Bailey asks for meeting agendas to be posted on Fridays. Dr. Harvey agrees to research posting requirements and regulations and report back.

10. Vote to Adjourn

9:30pm

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
ADJOURN AT 9:51 PM.**

**MOTION by Stacey Metternick; SECONDED by Jeanice Bertrand.
Unanimously approved by 4 members present.**




HAMILTON-WENHAM REGIONAL HIGH SCHOOL

775 BAY ROAD SOUTH HAMILTON MA 01982 · TEL. 978-468-0400

ERIC TRACY
PRINCIPAL

BRYAN MENEGONI
ASSISTANT PRINCIPAL

TO: Dr. Harvey, Superintendent of Schools

FROM: Eric Tracy, Principal 

DATE: September 14, 2018

RE: Accreditation Process

As you may know, we are starting the accreditation process at the high school this year. The process has been revamped and updated to better meet the needs of the individual schools and “engages schools in comprehensive analysis, self-reflection, and planning in response to the Standards of Accreditation.” It is multi-dimensional and continuous.

The main phases of the cycle are:

- Self-Reflection
- Collaborative Conference
- School Growth Plan Development and Implementation
- Decennial Accreditation Visit
- Growth Plan revisions and progress reports

The process of reflection, planning, and implementation is cyclical and does not end with the Decennial Accreditation Visit. Schools should be actively monitoring evidence, assessing progress, identifying changing priorities or school needs, and adjusting their school plans as necessary for continuous growth and improvement. Schools will report updates about implementation of and progress on the revised School Growth Plan three years and five years after the Decennial Visit. More information about the follow-up process and NEASC events and resources will be provided to the school following the Decennial Visit.” (NEAS&C Website)

Initially, the Steering Committee will be writing the “Look Back” which will provide a brief look back at recent milestones, improvements and changes since the last visit, and existing priorities for the school.

By the end of September, we will administer three surveys. One for the entire HS staff and faculty, one for all high school students and one for our parents. The information collected will be used as evidence as we develop and write our Self-Reflection Report.

In preparation for writing and researching evidence for the Self-Reflection Report, we have completed an overview and unpacking of all standards with the entire high school staff and faculty. As part of this process, we are currently forming one committee for each of the five (5) standards to begin the process of writing the Self-Reflection.

Once the Self-Reflection is complete, the entire faculty and staff must vote to accept the report for submission to NEAS&C. This should happen by April 2019. Once the report is submitted, we will set up a Collaborative Conference with NEAS&C. The Collaborative Conference will involve us hosting a small visiting committee for two days in the fall of 2019. We will need to budget for this and other future visits. The Conference is designed to help us to develop goals for the next 2 years that we will use as the basis for the final accreditation decision in 2021.

The Steering Committee has outlined a plan for this year that takes us through the completion of the first stages. We feel confident that we will meet the goals as they are set and be ready for the fall Collaborative Conference.

This is an exciting time and opportunity for the entire HWRHS family to review our mission, beliefs and operations while we work towards the continuous growth and improvement of our school.

I will plan to attend the September 26th School Committee meeting to give a more in depth presentation of the Accreditation process for HWRHS.

cc: HWRSD School Committee Members

Draft SC Goals 2018/2019

- Advocate for a budget that calls for educational excellence while being mindful of the fiscal constraints of the communities.
- Prioritize Capital Plans.
- Monitor the Cutler SOI Process and take action as information is revealed.
- Communicate
 - More active outreach to our legislators regarding our needs
 - More communication with town committees--BOS/FINCOM

A PROPOSAL FOR
POLICY MANUAL DEVELOPMENT

Prepared for: THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE

Submitted by: Massachusetts Association of
School Committees, Inc.
One McKinley Square, 2nd Floor
Boston, Massachusetts 02109

Telephone: (617) 523-8454
Toll Free: 1-800-392-6023

THE MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES, INC., (MASC), proposes to carry out the policy manual project described below for the Hamilton-Wenham Regional School Committee, Wenham, MA (also referred to as Committee).

PROJECT GOALS:

1. To create a well-organized and up-to-date manual of school committee policies.
2. To provide for easy referral from policies to related sections of law.
3. To identify areas requiring statements but for which policies are not documented.
4. To provide sample policy statements to assist the Committee in developing needed policies in key areas.
5. To deliver one complete policy manual customized to meet the needs of the school district and disk (limited to MASC software capabilities).

PERFORMANCE TASKS:

MASC proposes to perform the following tasks in order to meet the project goals.

1. Document search and analysis: MASC will conduct a thorough search of Committee documents to identify existing policies. This material will be analyzed for appropriateness for inclusion in the new manual. See EXHIBIT A.
2. Codification, organization and technical editing: MASC will code and organize all statements to be filed in the new manual according to the NEPN/NSBA policy classification system. MASC will provide technical editing as needed to meet the requirements of acceptable English usage. However, the editing shall not alter the meaning or substance of the policy. Legal references to pertinent state and federal statutes will be added. Gaps in policy coverage, questions, and inconsistencies will be noted.
See EXHIBIT B.

3. Work-in-progress check: MASC will within one hundred and twenty days of receipt of materials as outlined in Exhibit A and payment of the initial deposit schedule a series of meetings with the school committee or a sub-committee of the school committee to review completed sections of the new policy manual. The exact number of meetings will be determined by the amount of review required to adopt the policy manual but shall not exceed twelve meetings. This provides an opportunity for the committee to discuss the rationale behind policy suggestions and to insure that existing policy reflects current practices and procedures in-place within the district. The Committee will keep MASC fully informed of any concerns and determinations during the term of the project. See Exhibit C.

DURATION OF PROJECT:

The services shall be carried out according to the timetable developed by MASC and the school committee. All tasks as described above can be accomplished by MASC within eighteen to twenty four months after receipt of the signed contract and after the conditions outlined in three (3) above have been met.

EXHIBIT A.

MASC is not responsible for delays caused by the school committee or its representatives in this process. MASC reserves the right to terminate the contract after thirty months of signing this agreement if the committee has failed to fulfill its responsibilities concluding with the review, approval, and adoption of the policies and regulations developed during the customized policy service project. This agreement may be modified by mutual agreement, in writing, of

both parties.

APPROVED FOR MASC BY:

Michael Gilbert, Field Director
Massachusetts Association of School
Committees, Inc.

EXHIBIT A

Documents to be provided by the School Committee

MASC will require two copies of the documents listed below (three if the item has print on both sides) in order to carry out the policy manual updating project.

1. School Committee policy manual.
2. Master contracts with recognized bargaining units.
3. System-wide handbooks for principals, teachers and students.
4. Current documents or handbooks that cover the following: organization charts, school transportation, purchasing procedures, staff evaluation, emergency operating plan, school calendar, use of school facilities, field trips.
5. Other documents as needed by MASC consultant.

EXHIBIT B

The NEPN/NSBA Policy Development System

A--FOUNDATIONS AND BASIC COMMITMENTS
B--SCHOOL BOARD GOVERNANCE AND OPERATIONS
C--GENERAL SCHOOL ADMINISTRATION
D--FISCAL MANAGEMENT
E--SUPPORT SERVICES
F--FACILITIES DEVELOPMENT
G--PERSONNEL
H--NEGOTIATIONS
I--INSTRUCTIONAL PROGRAM
J--STUDENTS
K--SCHOOL-COMMUNITY RELATIONS
L--EDUCATION AGENCY RELATIONS

Each of these chapters includes its own family of terms called "descriptors" which provide suggested titles and code letters for policy statements. The coding or "tracking" of terms is by letter rather than by number. Letter encoding offers two major advantages over number encoding. First, a letter system offers more flexibility. The coder has available 26 separate letters to use compared to only 10 digits. Second, a letter system requires no decimal points. This tends to reduce the likelihood of error in reproduction and filing. Anyone who knows the ABC's will quickly grasp the logic of letter codes.

The classification system was originally developed in 1969 by a National School Boards Association Research Project supported by the U.S. Office of Education. The system, which is in wide use throughout the United States, conforms to sound principles of informational storage and retrieval, to sound principles of school governance, and also to the mandates of practicality.

EXHIBIT C

Project Liaison Officer

To help insure the accuracy of updated policies in the manual, the Committee should identify a knowledgeable member of the administrative staff to serve as the project liaison officer to whom MASC may refer from time to time to clarify questions of fact or actual policy or practice in the school system.

No undue time or work burden would be placed on this person.

EXHIBIT D

SCHOOL COMMITTEE

| | |
|-------------------------|-------------|
| <u>PROFESSIONAL FEE</u> | \$10,500.00 |
|-------------------------|-------------|

For services rendered to complete and customize
policy service

| | |
|---------------------------------|------------|
| Upon receipt of signed contract | \$3,500.00 |
| July 1, 2019 | \$3,500.00 |
| July 1, 2020 | \$3,500.00 |

* If the payment schedule doesn't accommodate the
Committee's budget schedule, payment dates can
be adjusted accordingly.

EXHIBIT E

MASC Binder Specifications

MASC binders are designed for use as a school policy manual. This sturdy looseleaf binder is equipped with three heavy-duty metal "D" rings; open-close boosters; fibre-sheet lifters; and a convenient agenda pocket on the inside front cover.

EXHIBIT F

SCHOOL COMMITTEE

If this proposal is approved, please sign and date below. Please return signed copy and initial payment to:
Massachusetts Association of School Committees, Inc., One McKinley Square, 2nd Floor,
Boston, MA 02109. Please retain the second copy for your records.

Accepted: _____
(Chair) Hamilton-Wenham Regional School Committee

Date: _____

AGREEMENT FOR PARTICIPATION IN THE MASC “POLICY21”© PROGRAM
Massachusetts Association of School Committees
Online Policy Services
CONTRACT

This agreement, made and entered into this 1st day of August 2018, by and between the Massachusetts Association of School Committees (hereinafter referred to as MASC), and the Hamilton-Wenham Regional Schools (hereinafter referred to as School District).

This contract as written and offered by MASC, becomes null and void if not signed and returned to MASC by the School District within 90 calendar days of the date of transmission to the School District as determined by postmark of the United States Postal Service (if mailed,) date of record on a facsimile transmission (if Faxed,) date of record of an email transmission (if sent via electronic mail,) or signed and dated verification of receipt if delivered by hand.

In consideration of the mutual promises contained herein, and other valuable consideration, MASC and the School District agree as follows:

MASC agrees to publish the School District’s Policy Manual of up to 600 pages in length, in single spaced format, on a website dedicated to the School District. The site may be password protected at the request of the School District with a user name and password established and issued by MASC. It is understood that the site will be intended for access, mainly, through a standard browser via a standard PC or MAC with sufficient memory to operate the program. Should the School District manual exceed 600 pages, additional pages, in increments of 1 up to 50 pages, may be added at a cost of \$200.00 for each additional 1 - 50 page increment.

Please indicate your preference regarding **password protection**:

_____ **Yes**, please provide user name and password protection at this time.
 We understand that we may remove the password protection later if we so desire.

_____ **No**, we do not desire password protection at this time. We understand that we may add password protection of the published manual later if we so desire.

The School District Policy Manual being published on the website through this contractual agreement with MASC shall:

- Be copyrighted to MASC with full rights to the School District to use the manual for specific School District purposes, including copying, hard copy distribution, and public consumption within the School District and School District community.
- Be published with the specific understanding that the School District is prohibited from selling, distributing, for other than School District purposes, or duplicating, by any means,

for other than specific School District purposes, or profiting, in any way, from the publication of the manual on the Internet through the services of MASC.

- Contain multiple search capabilities by key word, phrase, policy number, etc.
- Display, at the request of the School District, the School District “Logo” or letterhead, names of key School District officials, and the names, if requested, of School Committee Members, and other basic School District demographic information as requested by the School District. An HTML link to the School District’s main webpage may be included at the request of the School District at no extra cost.
- Provide hot link references to legal citations from the Massachusetts General Laws.
- Allow direct printing of any document from the site without need for copying, pasting, or transcription.
- Be protected from outside “hacking” or interference insofar as current technology can make such a warranty.
- Provide redundancy through regular back-ups secured off site to be retrievable in the event of an unanticipated shutdown or natural catastrophe.

MASC shall:

- Provide unlimited changes or updates to the on-line manual per the annual hosting agreement.
- Be available to the School District by personal telephone contact for questions, concerns, or problem troubleshooting during normal business hours of MASC, Monday through Friday, or via email to **mgilbert@masc.org** during normal business hours.
- Provide, if requested, one, one-hour training session for School District staff on the use of the Policy21© service at no added cost to the School District. Additional training sessions, if requested, shall be billed at the hourly rate of \$100.00.

The School District agrees that it will:

- Provide MASC with the Board’s existing policies, if needed or requested by MASC, in a Microsoft Word format, as well as other materials, if any, as requested, by MASC within 20 days after the signing of this contract.
- Furnish administrative assistance and information to MASC as requested and in a timely manner.
- Recognize that MASC cannot offer an express or implied warranty for the services provided, and hold MASC harmless for any damages caused by any policy, contract, advice, or other consulting services rendered pursuant to this agreement.
- Understand that this contract is, initially, for a two (2) year subscription to the MASC POLICY21© service, and agrees to pay MASC for the second year’s annual “hosting fee”

even if electing to cancel participation in the POLICY21© service prior to the expiration of this agreement. Following the second subscription year, MASC reserves the right to increase the annual “hosting fee” for the third or subsequent years. Notice of any increase in the “hosting fee” will be given to the School District at least thirty (30) days before the billing comes due for the third or subsequent year(s).

- Furnish MASC with any “update” materials via email attachment, or on disk, in Microsoft Word format. Documents submitted in other than Microsoft Word format may be subject to a conversion charge as determined by MASC.
- To allow MASC to use the name of the School District for purposes of advertising or promotion of the POLICY21© service at no charge to MASC.

The MASC *basic set-up* charge, which includes the first year’s “hosting fee,” to the School District for publication of its bylaw and policy manual via the POLICY21© service is **\$3,500.00 (THREE THOUSAND, FIVE HUNDRED DOLLARS)**.

The *actual* cost charged to the School District shall also include the following:

- The School District agrees to pay MASC for addition training sessions, initial pages beyond 600, or conversion charges as per the rates quoted herein.

The *actual* cost to the School District for the POWER service will be: \$3,500.00 + (Pages beyond 600 in 1 -50 page increments) + (Additional training sessions) + (Conversion charges for non-Microsoft Word documents) = *Actual Cost*.

The School District further agrees to pay MASC according to the following schedule:

100% of the *Basic* cost (**\$3,500.00**) due upon return of this signed and dated contract unless otherwise mutually agreed. A separate invoice will be sent by MASC once this contract has been returned.

Balance of the *Actual* cost, if any, due within 45 days of date the School District’s manual is made accessible to the School District on the Internet via the POLICY21© service.

100% of the annual “hosting fee” for the second year of the POWER service within thirty (30) days of billing by MASC. The “hosting fee” for the second year of this agreement is set at **\$950.00 (NINE HUNDRED FIFTY DOLLARS)**. This will be billed 30 days prior to the beginning of the second year.

The parties, further, mutually agree as follows:

- The web-based manual, including exhibits and forms, pursuant to this agreement, is the work product and the sole and exclusive property of MASC, subject to copyright by MASC. The School District is granted a license to edit, copy, and use said web-based manual exclusively for its own purposes as set forth herein above.

- In the event the School District should elect to discontinue the Policy21© service beyond the initial second year of this agreement, and, later, decides to re-enroll in the POLICY21© program in a subsequent year, the School District will be required to pay MASC another set-up fee at the rate established by MASC at the time of the re-enrollment in the POLICY21© service.

In witness whereof, the parties hereto have executed this Agreement as of the date written above.

Hanilton-Wenham Regional Schools

Massachusetts Association of School
Committees

By: _____

By: _____

Title: School Committee Chair

Michael J Gilbert
Field Director

YOUR POLICIES: Accessible to school committees, administrators, faculty and parents. Any time. All the time.

ADVANTAGES OF THIS ONLINE SERVICE

- **Save time, paper and money**

Putting documents online is a popular “green” option and will reduce: the number of hard copies needed; staff time associated with replacing outdated pages in the manual; and the cost of printing.

- **Accurate and current**

Posting school committee policies online gives staff members another tool for keeping abreast of their responsibilities. Online manuals can be updated in a matter of hours rather than days/weeks.

- **Convenient and accessible**

District policies are available at all times to staff, committee members, media and the general public. The online manual is a great resource for staff orientation and training. In addition, it is also accessible on the MASC website.

- **Fully searchable**

Users are able to search an entire online manual by word or phrase without having to know the policy code.

- **Printable, downloadable documents**

Policies can be printed or saved to your device, with a simple click of the mouse. Output is a facsimile of the actual document in the Committee’s hard copy manual.

- **Resource links**

Links are provided to state and federal laws (MA General Laws) and regulations (CMR) referenced at the bottom of each policy, where available, and to all cross references.

- **No additional hardware/software needed**

All you need is a device with access to the internet.

To summarize. **POLICY TWENTY-ONE**

- | | |
|---|--------------------|
| • On the web | • User-friendly |
| • No special training necessary | • Word-searchable |
| • Legal citations (MGL) easily accessed | • Easy to navigate |
| • Instant results | • Expandable |
| • Cross-references digitally linked | • Accessible |
| • Efficient. Economical. Green | • Paperless |

Two year initial contract:

First year: \$3,500

(Districts with a manual convertible to Word and coded in the NEPN system)

Annual renewal: \$950

Includes unlimited updates.

For more information about **POLICY TWENTY-ONE** or to enroll, contact your MASC field director or call 617-523-8454.

Massachusetts Association of School Committees

masc

One McKinley Square, Boston, MA 02109

Phone: (800)392-6023

Fax: (617)742-4125

www.masc.org

Twitter @mascschoolcomm

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Michael Gilbert

James Hardy

Elizabeth Lafond

Tracy Novick

Dorothy Presser

Glenn Koocher, Executive Director

POLICY TWENTY-ONE

**A twenty-first century online tool for
Massachusetts school leaders**

Access your school district policy manual
anytime. . . all the time. . . using **MASC's**
exclusive **POLICY TWENTY-ONE** service.

This convenient service allows districts to
make their policies easily accessible to
school committee members, administra-
tors, staff, students, parents and community
members. Any time. All the time. As technol-
ogy continues to advance, all stakeholders
expect and appreciate this service. An online
manual provides the school committee's
policies in a fully searchable, easy-to-use for-
mat that can be viewed from any electronic
device with internet access.

**Join the more than 70 Massachusetts
School Committees who have enrolled
in Policy Twenty-One.**



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

B2001

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
-BY-LAWS-

ARTICLE I POWERS AND DUTIES

The regional district school committee, hereinafter called the "Committee", shall have the powers, duties and limitations imposed upon it by law and by the District Agreement, which shall take precedence over any inconsistent provisions of these by-laws. The Committee shall at all times be guided by the best interests of the entire District and shall act in a fair and equitable manner. The Committee shall be open to comments and suggestions from and maintain liaison with officials of the towns of Hamilton and Wenham and shall conduct its affairs in an open and ethical manner, being careful not to disenfranchise any member of the Committee or resident of the member towns. In carrying out its responsibilities, the Committee shall act as a legislative body, delegating executive functions to the Superintendent of School. It shall act as a committee of the whole. Individual members shall make no commitment for the Committee except when commissioned to do so by the Committee.

ARTICLE II COMMITTEE ORGANIZATION AND OFFICERS

The Committee shall organize in each year at its first regular meeting following the annual district election and shall elect and appoint its officers in accordance with the provisions of the District Agreement. The Committee shall by majority vote make such additional internal appointments and assign responsibilities as it desires. Vacancies among the elected or appointed officials of the Committee may be filled by the Committee at any time. Incapacity shall be determined by a 2/3rds vote of the Committee as a whole.

1. Chairperson – The chairperson shall be and perform the duties of the chairman as prescribed in Chapter 71, Section 16A of the General Laws and the District Agreement, shall preside at all Committee meetings, shall sign for the District legal documents and contracts which have been authorized by the Committee and shall perform such other duties as the Committee may determine. The chairperson shall be entitled to vote on all matters.

At public presentation and at meetings with town officials or others at which the chairperson is present in his or her official capacity, the chairperson shall not represent or advocate any position other than the majority Committee position.

2. Vice-Chairperson – The vice-Chairperson shall exercise the powers and perform the duties of the Chairperson in the absence or incapacity of the Chairperson. Incapacity shall be determined by 2/3rds vote of the Committee as a whole.

3. Secretary – The secretary shall be responsible for the accuracy of the record of all School Committee business. However, the actual recording, preparation and distribution of minutes may be delegated to the Clerk for the School Committee. The Secretary shall perform the duties specified in the District Agreement and required by law and shall faithfully attest to the actions of the Committee as required.

4. Assistant Secretary – The assistant secretary shall exercise the powers and perform the duties of the secretary in the absence or incapacity of the secretary.

5. Treasurer – The treasurer, who need not be a member of the Committee, shall be appointed annually by the School Committee. In accordance with general accounting practices, the treasurer may authorize and sign checks for operating expenses of the district. The Treasurer shall receive and take charge of all monies paid to the District or the Committee, and shall deposit the same in such banks as authorized by the Committee. He/she shall render reports of all receipts and disbursements. The treasurer shall sign approved bonds and notes of the District as required by law. He/she will perform all duties required by the Regional Agreement. ~~The treasurer~~

~~shall countersign along with the assistant treasurer all checks in the amount of \$100,000 or greater.~~ The Treasurer and the Assistant Treasurer may be compensated by the District. The Treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts (MGL Chapter 41, Sections 35 and 109A).

6. Assistant Treasurer – The assistant treasurer, who need not be a member of the Committee, shall act in the absence or incapacity of the treasurer. In accordance with general accounting practices, the assistant treasurer may authorize and sign checks for operating expenses of the district. ~~The assistant treasurer shall countersign along with the treasurer all checks in the amount of \$100,000 or greater.~~ The assistant treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts. In the absence of the treasurer, the assistant treasurer shall perform the duties of the treasurer and shall have the powers and be subject to the requirements and penalties applicable to the treasurer.

7. Superintendent of Schools – The superintendent of schools shall act as the executive officer of the Committee. In addition to the duties as specified by law and by the position description adopted by the Committee, the superintendent shall maintain the permanent records of the Committee and shall be custodian of the district seal.

ARTICLE III WORKING GROUP ORGANIZATION

Special working groups, which may include non-Committee members, may be organized with the approval of the Committee to advise the Committee but shall not determine policy or act without the authority of the Committee. Working groups shall be authorized annually with specific charge. Special working groups must comply with the Open Meeting Law, MGL c. 30A, Sec. 18-25.

The appointment of working group members shall be made annually by majority vote of the Committee.

ARTICLE IV MEETINGS

Regular meetings will be held at least two times per month during the academic school year at such times and places as the Committee shall from time to time determine. The School Committee will approve a tentative schedule of meetings for the coming year by the first School Committee meeting in June. Regular meetings falling on holidays will not be held unless the Committee votes to do so, in which event the meeting shall be held on a date on which the Committee may lawfully act. Notice of all meetings shall be given in accordance with the provisions of M.G.L. c. 30A, Sec. 18-25. In addition to the notice required by law, notice of any change in the time, place or date of regular meeting shall be communicated by the Secretary or designee to any members of the Committee who may have been absent from the meeting at which such change was made.

Special meetings may be called by the chairperson and the superintendent acting jointly and shall be called by either of them upon the request of three members. In addition to the notice required by law, a notice of all special meetings shall be given to each member of the Committee at least 48 hours prior to the time scheduled for the meeting. Under emergency situations, special meetings may be held with less than 48 hours' notice provided that 2/3rds of all the members of the Committee agree and are present at such special meeting.

Notice of every special meeting shall indicate the matters to be considered thereat and no other business shall be acted upon thereat, except by a 2/3rds vote of those members present.

The agenda and approved minutes of open sessions of all Committee meetings shall be public documents and open for inspection by the public as required by law and placed on the District website. They shall be distributed to such other persons as the committee from time to time determines.

All votes taken in Executive Session shall be recorded roll call votes and shall be part of the record of the Executive Sessions. Minutes of Executive Sessions held in compliance with the Open Meeting Law, the recording or other materials used in the preparation of such minutes and all documents and exhibits used at the session may be withheld from disclosure to the public in their entirety as long as publication may defeat the lawful purposes of the executive session, but no longer. Minutes and related material involving litigation, negotiations, or bargaining position of the School Committee must be disclosed if the litigation, negotiation, or collective bargaining position of the School Committee is no longer jeopardized by the disclosure.

The Committee, the Chair or its designee must at reasonable intervals review the executive session meetings to determine if the provisions of Section 30A Section 22 warrant continued non-disclosure. The determination as to whether the executive session minutes should remain confidential shall be announced at the School Committee's next meeting and included in the minutes of the public meeting.

If the Committee received a request to inspect or copy executive session minutes, the Committee must respond to the request within ten (10) days of receipt of the request and shall release the minutes not covered by the confidentiality exemption under Section 21 f., if the Committee or its designee has not reviewed the minutes, the Committee, the Committee Chair or its designee must review the minutes and release the non-exempt minutes or portion of the minutes within thirty days or the next School Committee meeting whichever occurs first.

Any meeting of the Committee may be adjourned to any succeeding day by vote of a majority of the Committee in attendance at the meeting.

ARTICLE V QUORUM

A quorum for the transaction of business shall be a majority of the members of the Committee. A meeting may not be convened without a quorum.

ARTICLE VI SCHOOL COMMITTEE MEETING – AGENDA, ORDER, AND CONDUCT OF BUSINESS

The agenda and supporting information shall be prepared by the superintendent, in consultation with the chairperson, and shall be provided to each committee member sufficiently in advance of the meeting to allow for study. Any committee member may place an item on the agenda by notifying the Superintendent or Chairperson in advance of its being assembled for distribution.

The agenda must be posted at least 48 hours in advance of the meeting excluding Saturday, Sundays, and legal holidays. The notice shall be printed in legible, easily understandable format and shall contain the date, time, meeting location and a listing of topics the chair reasonably anticipates will be discussed at the meeting. In an emergency, the meeting notice may be posted as soon as reasonably possible prior to the meeting.

The agenda shall show all tabled and principal pending items.

The superintendent shall be given the opportunity to make recommendations on all issues to be voted upon by the Committee.

The regular meetings of the School Committee should include:

- Call to Order
- Opportunity for Public Comment
- Reports & Communications
- Old Business
- New Business
- Approval of Minutes
- Adjournment

The chairperson shall have the authority to deviate from the normal order of business in order to give priority time to items and to accommodate guest. Any such decision or other parliamentary decision by the chair may be overruled by a majority of the Committee present.

The minutes of the meeting shall include the Aye and Nay votes and abstentions on the items voted on. Names of those voting in the minority and abstaining shall be so recorded on all main motions and amendments to main motions. There shall be no votes by secret ballot.

The Chair may add to the agenda items that he/she did not reasonably anticipate needed to be discussed at the meeting. No item not on the agenda, except for brief informative comments, may be introduced for Committee action unless agreed to by 2/3rds vote of those present.

Robert's Rules of Order shall govern the Committee proceedings except when those rules are in conflict with these by-laws.

ARTICLE VII AMENDMENTS

These By-Laws may be amended by a vote of the majority of the Committee as a whole at a regular or special meeting of the Committee, provided notice in writing of the particular change proposed has been mailed to each member at least seven days prior to the regular or special meeting at which the proposed amendment is to be acted upon.

ARTICLE VIII SEVERABILITY

If any article or section of any article of these by-laws is declared unconstitutional or illegal by any court, or if disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these by-laws shall not be affected thereby.

Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3013

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

Adopted: March 7, 2013
Reviewed:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

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~~

Adopted: January 31, 2013

Reviewed:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

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

Adopted: January 31 2013
Reviewed:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

D4024

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

Adopted: January 31, 2013
Reviewed:

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](#)

DONATIONS

SC Meeting: September 26, 2018

| | | |
|---|-------|------------|
| EdFund - Teachers College Reading & Writing Project | | \$2,995.00 |
| • Buker – Cutler – Winthrop | | |
| Friends of Cutler – Miscellaneous Purchases | | \$1,690.00 |
| • Reimburse Classroom Teachers \$50 | \$950 | |
| • Seasonal Décor | \$350 | |
| • Snacks & Lunch for staff | \$350 | |
| • Stapler for Copy Room | \$ 40 | |

Hamilton Wenham Edfund Application

Grant Title: Teachers' College Reading and Writing Project "Reunion": opportunity for teachers grades K-8

1. This is a grant that has not been funded in the past.

2. Description of the project and the purpose

I am hoping that the Edfund will fund an amazing learning opportunity for our teachers to attend an intensive day of learning through funding the transportation and food costs incurred by attending a teacher conference at Columbia University in New York, on Saturday, October 20, 2018. The conference is sponsored by the Teachers' College Reading and Writing Project (TC) at Columbia. In addition to the keynote speakers the Saturday "reunions" offer multiple workshops on literacy for teachers in grades K-8. The project is headed by Dr. Lucy Calkins, the director of the reading and writing project and an internationally known literacy educator. This day of learning is free and open to the public. We need to get there! I have attended a number of the reunions which have greatly affected my teaching practices and my on-going learning and understanding of what it means to be a learner.

The workshops are all led by senior project colleagues from Teachers' College and well-known literacy educators and authors. Thousands of teachers, coaches and administrators from all over the United States and internationally attend this event. The day begins with a choice of 2 keynote addresses followed by a multitude of fifty minute workshops throughout the rest of the day. The reunion culminates with a keynote address by Dr. Calkins.

Teachers' College's philosophy of literacy education supports the model of balanced literacy that Hamilton Wenham has embraced. We are just beginning to revisit our PreK-5 literacy curriculum and attendance at this day will ignite robust conversations about priorities for our collaborative work. The goal for Hamilton Wenham teachers attending this event is to continue to grow critical conversations and growth mindset for our teachers regarding all aspects of literacy education.

3. The connection between this grant and the guidelines of the EdFund.

There are a multitude of connections between the EdFund Guidelines and this proposal:

- The outcomes will enhance the understanding of teacher practices vertically and horizontally K-8;
- Literacy is a connective thread to all disciplines of learning—reading, writing, discourse, presentation, vocabulary development—which effects communication in both formal and informal learning circles;
- The work of the TCRWP supports both the Common Core Standards and the Massachusetts State Framework for English Language Arts as well as our transfer goals and our model of balanced literacy;
- The grant would support all students as teachers apply new understandings and practices in their classrooms and engage colleagues in new conversations about literacy practices.

4. Number of Students and Teachers to Benefit

Twelve teachers have signed on to attend this event and share their highlights with teachers across the district, embrace practices shared in the workshops and grow these practices for their own classes and those of colleagues. We hope the workshops will bring significant discussions and direction to our literacy instruction and district work, which is informed by the Hamilton-Wenham ELA Transfer Goals. We also hope that the reflection, practices and impact will affect all students.

5. Budget

| Item | Description | Cost |
|--------------------|---|--------|
| 1 chartered bus | <ul style="list-style-type: none">leaving HW at 4:00 AM and returning by 11:00 PM on Oct. 20, 2018\$115 per hr for 20 hrs (includes travel time from the bus terminal to HW and back). (\$2300)\$100 for driver to have a required hotel between drop-off and return pickup | \$2425 |
| Food | Snacks for the bus and dinner before the return @ \$30 pp for dinner and \$10 pp for snacks x 12 people | \$480 |
| Tip for the driver | Optional | \$50 |
| TOTAL | | \$2955 |

6. There are no future expenditures required.

7. We will address the success of the project in three ways:

- Ask participants to complete a feedback form;
- Plan opportunities for teachers to share their practices across grades, schools and the district during PD sessions and grade level meetings;
- Create a newsletter to share with other teachers in the district;
- Plan after-school gatherings to reflect upon what we have learned and the impact for our colleagues and most importantly for our students.

In addition, I hope the committee will look beyond viewing this proposal as a transportation cost. It is really an opportunity to be exposed to the incredible work in literacy that the Teachers' College Reading and Writing Project™ has embraced for the past 3-4 decades. Their work is the "gold standard" in thinking about children, teachers, and literacy. We have an opportunity to learn from them on this day, and your support through funding the transportation will allow us to do that. Thank you so much for your consideration.

Sincerely,
Susan Stibel
Pre-K -5 ELA Curriculum Coordinator



HAMILTON WENHAM EDFUND PROJECT GRANT APPLICATION FORM

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

Susan Stibel

Name(s) of Application Contact(s): _____

Submission date: **August 30, 2018** Date approval needed: **September, 2018**

Contact(s) phone number: **781-696-6411** Email: **s.stibel@hwschools.net**

Position or Title of Application Contact(s): **PreK-5 ELA Curriculum Coordinator**

Grant Title: **Teachers' College Reading and Writing Project "Reunion" opportunity for grades K-8**

School(s): **elementary and middle** Grade(s): **K-8**

Amount requested: **\$2955.00** Recurring costs: **0**

Please address the following topics:

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

Additional Comments: **This project has the support of district administrators.**

Signature(s) of Applicant(s): **Susan Stibel** Date: **August 30, 2018**

Approval

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

Principal: _____ Date: _____

Revised 5/10/2016



Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. Edfund-Amy DeSimone at amydesimone12@gmail.com and
2. Hamilton Wenham Administration-Vincent Leone at v.leone@hwschools.net

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

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 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, Buker, Winthrop

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: Teachers College Reading and Writing Project

Grant Amount Approved: \$2955.00 Date Requested:

Grant Requestor's Name: Susan Stibel Title: PreK-5 ELA Curriculum Coordinator

Email Address and Phone Number: s.stibel@hwschools.net

Please attach a detailed budget for your approved grant

Signature of grant recipient _____



HAMILTON-WENHAM

CUTLER ELEMENTARY SCHOOL

Jennifer Clifford
Principal

237 Asbury Street
Hamilton, MA 01982

September 17, 2018

Please consider the attached gift proposals from the Friends of Cutler to Cutler School. I recommend each one for the following reasons:

1. We know that teachers spend their own funds to add to their classrooms, and reimbursing for a total of \$50 per room is a supportive gesture that benefits students, adding materials to their classrooms.
2. The Friends are generous with their time to spruce up the school grounds, and adding seasonal flowers helps create a welcoming entrance to the school.
3. Providing snacks and refreshments to faculty is a welcome treat during long school weeks. Lunches on parent-teacher conference days and breakfasts on snowy mornings provides a nice touch of appreciation for the staff.
4. Staples for the copy machine are extremely expensive, and teachers will appreciate the option of an electric stapler to fasten packets. The Friends occasionally send home order forms that require more than one page, and an electric stapler will speed up that volunteer work.

Thank you for your consideration,

Jennifer Clifford

September 12, 2018

The Friends of Cutler would like to present the following gifts to Cutler School and request School Committee approval.

1. For a total of \$950, the Friends would like to reimburse (by proof of receipts) each classroom and special education teacher up to \$50 for classroom supplies that they have purchased with their own funds this fall. Items such as special art supplies, bulletin board supplies, book bins, and materials that are not funded by the general supply budget are purchased each summer as teachers set up their classrooms. The \$50 reimbursement is meant to offset the costs (which are much higher) that each teacher takes on.
2. For approximately \$350, the Friends would like to purchase seasonal décor items for Cutler School such as mums and pumpkins in the fall, and bulbs and flowers for the spring. These items are on display at the front entrance, at the sign, and around the flagpole for family events.
3. Throughout the year, the Friends will provide snacks occasionally for staff, including lunch on parent conference days and breakfast treats three or four times a year. They will also provide seltzer and snacks for three or four afternoon meetings. (approximately \$350)
4. The Friends would like to purchase an electric stapler for approximately \$40 for the copy room, to be used by teachers and Friends members.

Respectfully Submitted,

Val McCormack, vmccormack76@gmail.com

Leslie Potter, leslie_donlon@yahoo.com

Friends of Cutler Co-Presidents 2018-19