

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, September 26, 2018 7:30 PM**

Present:

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

Also Present:

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

1. Call to Order

7:30pm

David Polito calls the meeting to order at 7:45pm.

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Approval of Warrants

Present: Gene Lee, Jeanise Bertrand, Michelle Bailey, Stacey Metternick, Peter Wolczik

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

The following warrants were approved:

Voucher #	Amount
2613	\$ 1,327.18
2614	\$260.00
2615	\$283.00
2616	\$11,213.79
2617	\$169,296.16
2618	\$120,592.79
7	\$12,682.81
1010	\$733,113.91

1011	\$80,029.41
1012	\$510,663.14

4. Citizens' Comments

Alisa Greco, 189 Woodbury St., Hamilton: Encourages School Committee members to consider the construction of town tennis courts as a 2018-2019 goal. Ms. Greco explains the benefits of courts, emphasizing that tennis players have no courts for practices this year. Hopes the committee will work closely with Wenham Board of Selectmen, school athletic director, the recreation department, and other entities to ensure tennis players have courts to practice/play (ideally located on the campus of the High School). Ms. Greco asks that the committee support building the courts and consider a supplemental study.

5. Chair's Report

- Tonight's agenda originally included a discussion on Longmeadow, however, this discussion will wait until after the 10/13 Town Meeting decision to approve/deny.
 - Stacey asked if Gene might have an update of what is going on with Longmeadow.
 - Gene Lee offers his understanding of the Town Meeting vote: whether or not the town would buy down the number of units proposed at Longmeadow. Townspeople would be voting on whether \$1 million should be spent on this.

6. Superintendent's Report

- Mr. Eric Tracy, Principal of Hamilton-Wenham Regional High School, recently announced the National Merit Scholarship Program commended students: *Elizabeth M. Gasiowski, Nicholas A. Glovsky, William C. Glovsky, Dimitri J. Lara, Sean E. Li, Emily H. Minster, Richard D. Paul, and Lauren H. Verge*. Congratulations to these students!
- The STEM-Discovery Night will be held on 10/03/18, from 6:00 pm - 8:30 pm at the Miles River Middle School in the multi-purpose room/ gym. There will be 55 exhibitors including students and teachers. Parents, staff, and students can follow the [Hamilton-Wenham STEM-Discovery Night Facebook page](#) for updates and a link to the SignUp Genius. Updates are also available on twitter: *@HW_STEM_Night*
- Miles River Middle School's *Back to School Night* (cancelled last night due to power outage) rescheduled for Tuesday 10/02/2018 at 6:30 pm.

7. Consent Agenda

- | | |
|---|-----------|
| A. Field Trip: 8th Grade to Washington DC | Exhibit A |
| B. Minutes: September 12, 2018 | Exhibit L |

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA INCLUDING THE FIELD TRIP REQUEST FOR 8TH GRADE TO WASHINGTON DC (EXHIBIT A) AND MINUTES FROM SEPTEMBER 12, 2018 (EXHIBIT L); THERE WILL BE NO FURTHER DISCUSSION ON THESE ITEMS.

MOTION by Stacey Metternick; SECONDED by Gene Lee. Unanimously approved by 6 members present.

8. New Business

A. NEASC Update- Eric Tracy (originally "C" on agenda)

Exhibit B

Mr. Tracy outlines NEASC 10-year cycle:

2018-2019	Self-Reflection
2019	Collaborative Conference Visit
2019-2020	School Growth Plan Development and Implementation
2021	Decennial Accreditation Visit
2022	Growth Plan Revisions & Progress Reports
2024-2027	Progress updates
2028	New cycle begins

Michelle Bailey inquires about current NEASC accreditation, with Mr. Tracy confirming that HWRHS is currently accredited.

Gene Lee asks for further discussion on identified improvement areas, with Mr. Tracy pointing to school curriculum. Mr. Tracy elaborates that one foundational principle requires schools to have a fully written curriculum, which is an ongoing, difficult process given the fluidity to meet changing standards and expectations.

Stacey Metternick asks for further details on the process of sending out surveys. Mr. Tracy states that NEASC sends out surveys to families and guardians, and he is not involved in the review. The second survey is sent to students and the third is sent to teaching staff. Completed surveys become evidence for the self-reflective narrative portion.

Michelle Bailey asks for details on the report. Mr. Tracy explains that Hamilton-Wenham authors the self reflection, after which the 1st committee (collaborative/conference) conducts a 2-day visit to examine the self-reflection report, findings of the school, findings of committee, and the growth plan.

Mr. Tracy speaks about the importance in revising HW High School's mission & beliefs with consideration for a new student population, global access, and updated ideas surrounding education.

Jeanise Bertrand asks about the budget implications. Mr. Tracy states that both the visits in 2019 and 2021 will have budget implications - including mileage, lodging, visit expenses, etc.

B. Review Draft Superintendent's Review (originally A)

David Polito states that as he was compiling the report, he noticed several of the statements in at least 2 of the reports were almost identical to each other, and the 3rd report, received last night, had very similar statements as well. It became clear that the reports were not prepared solely by the individual, which should have been the process followed. David consulted with legal counsel as well as MASC, both advising David that the issue needed to be resolved before completing the composite of the Superintendent's Review. David was hoping to meet with members for clarification this evening, however they were unavailable. David reminds School Committee members that it is in everyone's best interest to get this issue resolved as soon as possible.

C. Policies (1st Reading) (originally F)

B2001 - HWRSD By-Laws

Exhibit E

Michelle Bailey explains that current district bylaws require 2 signatures (from the treasurer and assistant treasurer) for checks over \$100,000. In meeting with Dr. Harvey, the Policy Subcommittee determined that the second signature is unnecessary and recommends removing that clause.

Policy Subcommittee would like to suggest appointment of temporary assistant treasurer to meet the current bylaw guidelines and be on target for payment cycles. Gene Lee has agreed to accept this appointment.

D. Review By-Laws regarding Assistant Treasurer (originally B)

- Appoint Interim Assistant Treasurer

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPOINT GENE LEE AS THE TEMPORARY ASSISTANT TREASURER FOR A TERM OF 6 WEEKS FROM TODAY'S DATE - NOVEMBER 7, 2018.

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

E. School Committee Goals (originally "D" on agenda)

Exhibit C

- 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

Discussion regarding including Turf Field as separate goal.

Discussion regarding the importance of communicating/collaborating with towns, but that the SC goals/priorities are strictly regarding district's own capital plan. Michelle Bailey points out that the committee has a higher chance of succeeding in their goals if priorities were developed alongside and in harmony with the towns. David Polito says that although the School Committee remains cognizant of redundant services and "dipping into the same well," the School Committee needs to prioritize the school goals, which may not always be the same as towns.

Stacey Metternick inquires as to the plans for implementing goals in the communications bullet point. Discussion regarding communication, possibility of sending Jeanise Bertrand with an agenda to speak with legislatures. David doesn't think there needs to be specific wording on the specific action items about communication.

Gene Lee inquires as to the next steps for School Committee goals, with David Polito explaining that School Committee will come read goals (with changed wording agreed upon tonight) a final time and approve.

F. Policy Services Offered by MASC (originally "E" on agenda)

Exhibit D

Gene Lee provides overview of the service offered by MASC. Policy Subcommittee had a chance to review policies, which included state mandated, best practice, procedural, and historical

policies. MASC offers a review of district's current policies, after which they would propose changes, update as required, analyze citations, and post on their website for others to use. Policy Subcommittee believes the MASC review is in the committee's best interest and a good use of existing funds.

Discussion of MASC policy review. Total fee would be \$10,500.00 (over a number of years).

Jeff Sands points out that the School Committee would have a lot of work to review policies, and if it were to move forward, he would suggest inclusion on the 2018/2019 School Committee goals.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE POLICY SERVICES OFFERED BY MASC IN EXHIBIT D WITH PROFESSIONAL FEES OF \$10,500 OVER THREE YEARS, AND TO APPROVE OUR CHAIR TO ACCEPT THE TERMS (VIA SIGNATURE).

MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.

Dr. Michael Harvey clarifies the contractual amounts.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AMEND THE CURRENT MOTION TO BE AMOUNTS NEEDED TO IMPLEMENT AND DO THE SERVICES YEARLY.

MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.

Discussion regarding fee schedule, hosting of the policy manual, costs, etc.

**Amendment unanimously approved by 6 members present.
Original motion unanimously approved by 6 members present.**

2018-2019 School Committee Goals revised to include a goal to review policies alongside MASC.

G. Policies (2nd Reading)

- C3013 Rules Pertaining to Staff & Student Conduct Draft Exhibit F

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE POLICY C3013, RULES PERTAINING TO STAFF & STUDENT CONDUCT DRAFT AS WRITTEN IN THE SECOND READING.

**MOTION by Gene Lee; SECONDED by Stacey Metternick.
Unanimously approved by 6 members present.**

- D4010 Funding Proposals Draft Exhibit G

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE POLICY D4010, FUNDING PROPOSALS DRAFT, AS WRITTEN IN THE SECOND READING, EXHIBIT G.

**MOTION by Gene Lee; SECONDED by Stacey Metternick.
Unanimously approved by 6 members present.**

Exhibit H

- D4014 Audits Draft

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE POLICY D4014 AUDITS DRAFT AS WRITTEN IN THE SECOND READING, EXHIBIT H.

**MOTION by Gene Lee; SECONDED by Stacey Metternick.
Unanimously approved by 6 members present.**

Exhibit I

- D4024 Inventories Draft

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE POLICY D4024 INVENTORIES DRAFT AS WRITTEN IN THE SECOND READING, EXHIBIT I.

**MOTION by Gene Lee; SECONDED by Stacey Metternick.
Unanimously approved by 6 members present.**

Exhibit J

- D4027 Regional School District Payment Procedures Draft

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE POLICY D4027 REGIONAL SCHOOL DISTRICT PAYMENT PROCEDURES DRAFT AS WRITTEN IN THE SECOND READING, EXHIBIT J.

MOTION by Gene Lee; SECONDED by Stacey Metternick.

Discussion of items included in payment procedures: language of “procedure” versus “policy;” Mass General Law; purchase orders; salary schedules; vouchers; etc.

General consensus from School Committee members reflect a desire for less specific, less procedural language in this policy, and instead replacing this specific language with policy that the district admin will follow general law.

Policy D4027, Regional School District Payment Procedures, returned to the Policy Subcommittee for revision.

H. Donations

Exhibit K

- EdFund \$2,955.00 for Teachers College Reading & Writing Project

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM EDFUND IN THE AMOUNT OF \$2,955.00.

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

Thank you to EdFund for your generous support!

- Friends of Cutler \$1,690.00 for Miscellaneous Purchases

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER FOR MISCELLANEOUS PURCHASES IN THE AMOUNT OF \$1,690.00 (REIMBURSEMENT CLASSROOM TEACHERS \$950/\$50 EACH; SEASONAL

DECOR \$350; SNACKS AND LUNCH FOR STAFF \$350; STAPLER FOR COPY ROOM \$40).

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

Thank you to the Friends of Cutler, and to all the Friends groups, for your generous support and for making our schools so excellent!

9. Committee Reports

- a. Policy-Legislative (status update provided earlier in the evening)
- b. Capital Planning-Finance & Turf Field Stacey Metternick reports group last met in July and is currently examining priorities. Ms. Metternick provides a status update on group's discussed items:
 - Discussed tennis courts. Recommend School Committee work with town in good faith to repair Pingree tennis courts.
 - Discussed Master Plan and Library Maker Spaces. Recommend this be put on hold until S.O.I details are known.
 - Discussed Debt Exclusion priorities. Went through line items and pulled items which were not considered Safety, Access, and Critical Infrastructure (SAC). Shades and furniture are not SAC. Repair of front sidewalk at MRMS; repair of sidewalk and curbing at administration building; drainage at Buker should be under Maintenance. Classroom furniture should be under Master Plan. iPads, Chromebooks, SmartBoards, and classroom hardware refresh should be under Technology budget.
- c. Student Representative: Raised \$300 with ice cream fundraiser!
- d. Other School Liaisons Updates
Michelle Bailey: CPAC has actively tried to schedule their annual rights presentation, but this probably will not be until November.
Michelle Bailey: Hamilton FINCOM meeting (OPEB money discussion) received a slide from the budget (also sent to Alex Begin). Ms. Bailey stresses this is important representation of how communication is needed.

10. Other

- A. Topics for Next Meeting
 - Teacher contract (executive session);
 - Brad Hill, Representative, will come to speak;
 - 10/10 at 6:30: Professional Status Teacher Recognition;
 - District Improvement;
 - Treasurer's Report to include Student Activity Accounts;
 - Finalize goals;
 - Select Delegate for MASC Conference.

Next meeting, Teacher Recognition will occur right after the Pledge of Allegiance, and then School Committee will approve warrants

Peter Wolczik asks about update on the ALICE Training. Dr. Harvey provides update, which can also be found in the 9/12/2018 minutes.

Peter asks about having teacher turnover rate discussed, Jeff repeats answer from last meeting, and the quick answer would be on 10/20/2018.

11. Vote to Adjourn

9:30pm

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
ADJOURN AT 9:52 PM.**

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

Respectfully Submitted 10/16/2018 by Mahala Lettvin