



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## PROFESSIONAL TEACHER STATUS RECOGNITION

Buker Elementary School  
Multi-Purpose Room

6:30 PM

## SCHOOL COMMITTEE MEETING

Buker Elementary School  
Multi-Purpose Room

Wednesday, October 10, 2018

7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Superintendent's Report**
  - a. Presentation of Professional Status Teachers
4. **Approval of Warrants**
5. **Citizens' Comments**
6. **Chair's Report**
7. **New Business**
  - a. Treasurer's Report Exhibit B
  - b. Review and Approve Student Activities Accounts
  - c. Approval of #HWGivesback Student Activity Exhibit C
  - d. Presentation of District Improvement Goals Exhibit D
  - e. Presentation of School Improvement Plans Exhibit E
  - f. Vote to Adjourn into Executive Session to discuss strategy relative to collective bargaining with Hamilton-Wenham Regional Education Association (Executive Session Purpose #3) and to return to open session.
  - g. Finalize SC Goals Exhibit F
  - h. Select Delegate and Alternate for MASC Conference
  - i. Policy Second Reading: Policy B2001 HW School Committee By-Laws Exhibit G
  - j. Superintendent's Review
  - k. Assistant Treasurer Search
  - l. Donations: Friends of Cutler, \$15,650 for materials and cultural enrichment activities Exhibit H
8. **Other**
  - a. Topics for next meeting
9. **Adjourn**

*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**

*District Treasurer's Report as of 08/31/18*  
*School Committee Presentation*  
*October 10, 2018*

Prepared by:

Don Gallant, District Treasurer  
Vinny Leone, Director of Accounting & Payroll



# District Treasurer

## Primary Roles & Responsibilities

- Process all cash receipts and deposits
- Process all cash disbursements and verify validity of all checks written
- Process all transfers between District accounts, including student activity accounts
- Process all money wire transfers to outside vendors, as required
- Maintain banking relationships for all accounts
- Responsible for all investments of District funds in accordance with state and federal laws as well as School Committee policies
- Maintain and reconcile all District bank accounts on a monthly basis
- Responsible for monitoring cash flow projections
- Annually certify assessment amounts to member towns in accordance with Regional Agreement
- Support annual audit process
- Maintain and submit financial data to Massachusetts School Building Authority as required
- Coordinate all District borrowing and related work with bond advisors, bond counsel and bond rating agencies as required
- Process ACH data and tax liabilities related to bi-weekly payroll
- Train Assistant Treasurer who will perform the duties of the Treasurer as required during any absence of the Treasurer
- Provide semi-annual reports to the School Committee, including but not limited to reporting regarding cash and Investments of the District in accordance with District policy
- Give bond annually for the faithful performance of his/her duties in a form approved by Massachusetts Department of Revenue and District policy
- Shall be present at Warrant Committee meetings to answer questions on warrants and put report together needed for the School Committee meetings
- Shall be responsible for any other duties as assigned by the Assistant Superintendent needed to perform the treasury function of the District
- Process ACH (Automated Clearing House) file to bank for proper distribution of payroll
- Process payments for federal and state payroll taxes
- Sign Student Activity checks in absence of designated signee
- Process payment of sales taxes to the state on iPad transactions



# General Fund Update

YTD as of August 31, 2018

			Beginning	Ending	Interest
		Investment	<u>Balance</u>	<u>Balance</u>	<u>Earned</u>
<u>Account Name</u>		<u>Type</u>	<u>7/1/2018</u>	<u>8/31/2018</u>	<u>thru 8/31/2018</u>
Depository		Operating	\$ 5,117,068.91	\$4,433,178.24	\$ 2,762.59
Payroll		Checking	\$ 50,000.00	\$ 50,000.00	\$ 249.45
Vendor		Checking	\$ (613,185.96)	\$ 50,000.00	\$ 240.68
Money Market		Money Market	\$ 3,923.45	\$ 4,393.05	\$ 5.41
Cafeteria		Money Market	\$ 43,743.72	\$ 44,103.80	\$ 150.29
User Fees		General	\$ 22.13	\$ 22.14	\$ 0.01
iPads		General	\$ 44,831.06	\$ 79,490.29	\$ 52.97
Supt Debit Card		Debit Card	\$ 5,016.79	\$ 5,020.13	\$ 3.34
Asst Supt Debit Card		Debit Card	\$ 5,009.67	\$ 5,012.25	\$ 2.58
Scholarship Holding		Holding	<u>\$ 100.38</u>	<u>\$ 100.45</u>	<u>\$ 0.07</u>
Total			\$ 4,656,530.15	\$4,671,320.35	\$ 3,467.39



# Student Activities Update

YTD as of August 31, 2018

			Beginning	Ending	Interest
		Investment	Balance	Balance	Earned
<u>Account Name</u>		<u>Type</u>	<u>7/1/2018</u>	<u>8/31/2018</u>	<u>thru 8/31/2018</u>
Buker Savings		Money Market	\$ 1,233.84	\$ 1,235.41	\$ 1.57
Buker Checking		Checking	\$ 507.27	\$ 507.62	\$ 0.35
Cutler Savings		Money Market	\$ 1,452.43	\$ 1,454.28	\$ 1.85
Cutler Checking		Checking	\$ 1,049.95	\$ 1,050.66	\$ 0.71
Winthrop Savings		Money Market	\$ 2,340.27	\$ 2,343.25	\$ 2.98
Winthrop Checking		Checking	\$ 41.54	\$ 41.57	\$ 0.03
Miles River Savings		Money Market	\$ 9,979.68	\$ 10,993.16	\$ 13.48
Miles River Checking		Checking	\$ 4,876.03	\$ 4,879.37	\$ 3.34
High School Savings		Money Market	\$ 43,284.75	\$ 43,520.03	\$ 55.28
High School Checking		Checking	<u>\$ 25,006.95</u>	<u>\$ 25,023.65</u>	<u>\$ 16.70</u>
Total			\$ 89,772.71	\$ 91,049.00	\$ 96.29



# Student Activities Update: HS Subsidiary Accounts

## YTD as of August 31, 2018

	Balance			Balance
<u>Activity</u>	<u>7/1/2018</u>	<u>Deposits</u>	<u>Spending</u>	<u>8/31/2018</u>
Art Dept Field Trips	\$ 1,837.81	\$ -	\$ -	\$ 1,837.81
Class of 2018	\$ 2,648.36	\$ -	\$ -	\$ 2,648.36
Class of 2019	\$ 14,655.36	\$ -	\$ -	\$ 14,655.36
Class of 2020	\$ 4,097.79	\$ -	\$ -	\$ 4,097.79
Class of 2021	\$ 1,820.86	\$ -	\$ -	\$ 1,820.86
Concession Stand Equip Reser	\$ 1,032.40	\$ -	\$ -	\$ 1,032.40
DECA	\$ 6,168.35	\$ -	\$ (1,838.00)	\$ 4,330.35
English Dept Field Trips	\$ 1,505.77	\$ -	\$ -	\$ 1,505.77
Environmental Club	\$ 502.64	\$ -	\$ -	\$ 502.64
Fine Arts-Vocal	\$ 6,977.60	\$ -	\$ -	\$ 6,977.60
Foreign Lang Field Trips	\$ 462.27	\$ -	\$ -	\$ 462.27
FROSH	\$ 594.77	\$ -	\$ -	\$ 594.77
Interact Club	\$ 1,202.75	\$ -	\$ -	\$ 1,202.75
LGBTQSA	\$ 452.71	\$ -	\$ -	\$ 452.71
Math Dept Field Trips	\$ 727.42	\$ -	\$ -	\$ 727.42
Model UN	\$ 1,241.37	\$ -	\$ -	\$ 1,241.37
Musical	\$ 554.87	\$ -	\$ -	\$ 554.87
National Honor Society	\$ 382.07	\$ -	\$ -	\$ 382.07



# Student Activities Update: HS Subsidiary Accounts

## YTD as of August 31, 2018

	Balance			Balance
<u>Activity</u>	<u>7/1/2018</u>	<u>Deposits</u>	<u>Spending</u>	<u>8/31/2018</u>
PE/Wellness Field Trips	\$ 388.77	\$ -	\$ -	\$ 388.77
Recycling Club	\$ 676.26	\$ -	\$ -	\$ 676.26
* RHS Gives Back	\$ -	\$ -	\$ -	\$ -
Science Club	\$ 660.36	\$ -	\$ -	\$ 660.36
Science Dept Field Trips	\$ 458.88	\$ -	\$ -	\$ 458.88
Six Flags Field trip	\$ 1,092.77	\$ -	\$ -	\$ 1,092.77
Ski Club	\$ 3,099.07	\$ -	\$ -	\$ 3,099.07
Social Studies Dept Field Trip	\$ -	\$ -	\$ -	\$ -
Student Funds Interest	\$ -	\$ 71.98	\$ -	\$ 71.98
Student Government	\$ 1,671.95	\$ -	\$ -	\$ 1,671.95
The General's Store	\$ 1,555.77	\$ -	\$ -	\$ 1,555.77
Theater Workshop	\$ 5,090.25	\$ 61.25	\$ -	\$ 5,151.50
Trip to Peru	\$ 817.53	\$ -	\$ -	\$ 817.53
Unclassified	\$ -	\$ -	\$ -	\$ -
Yearbook	\$ 5,753.81	\$ -	\$ -	\$ 5,753.81
Total	\$ 68,130.59	\$ 133.23	\$ (1,838.00)	\$ 66,425.82

\* - New Account: To be approved by School Committee



# Scholarships Update

YTD as of August 31, 2018

	Balance	Scholarships		Interest	Realized/Unrealized	Balance
<u>Scholarship</u>	<u>7/1/2018</u>	<u>Paid Out</u>	<u>Expenses</u>	<u>Income</u>	<u>Gain or Loss</u>	<u>8/31/2018</u>
Patricia Alger	\$ 3,985.33	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ 2,985.33
Francis Bettencort	\$ 17,582.58	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ 16,582.58
Katherine Bradford	\$ (44.72)	\$ -	\$ -	\$ -	\$ -	\$ (44.72)
Benjamin Brettler	\$ 15,133.68	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ 14,133.68
Anita Bruyere	\$ 207,912.05	\$ (4,000.00)	\$ -	\$ -	\$ -	\$ 203,912.05
Capt John Chouinard	\$ 13,544.68	\$ (500.00)	\$ -	\$ -	\$ -	\$ 13,044.68
Thomas Henderson	\$ 5,624.62	\$ -	\$ -	\$ -	\$ -	\$ 5,624.62
Sherm Kinney	\$ 8,605.45	\$ (1,500.00)	\$ -	\$ -	\$ -	\$ 7,105.45
Jayson Kmiec	\$ 3,526.52	\$ (2,000.00)	\$ -	\$ -	\$ -	\$ 1,526.52
Jennie Mears	\$ 7,409.91	\$ (500.00)	\$ -	\$ -	\$ -	\$ 6,909.91
Paul Moscovitch	\$ 41,220.08	\$ -	\$ -	\$ -	\$ -	\$ 41,220.08
Louis Polsonetti	\$ 28,215.84	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ 27,215.84
Helen Pruszyński	\$ 16,746.67	\$ -	\$ -	\$ -	\$ -	\$ 16,746.67
Soterros Apostolakos	\$ 12,929.85	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ 11,929.85
Alfred and Sara Weis	\$ 4,450.71	\$ -	\$ -	\$ -	\$ -	\$ 4,450.71
Total	\$ 386,843.25	\$ (13,500.00)	\$ -	\$ -	\$ -	\$ 373,343.25



# General Receipts Summary

YTD as of August 31, 2018

Receipts <u>Source</u>	Received Thru <u>8/31/2018</u>
Wenham Assessment	\$ 1,618,143.20
Hamilton Assessment	\$ 2,957,739.70
Chapter 70	\$ 609,956.00
Chapter 71	\$ -
Circuit Breaker	\$ -
School Choice Tuition	\$ 39,808.00
SPED Tuition In	\$ -
PreK Tuition 2017-2018	\$ 38,150.00
Medicaid	\$ -
MSBA-Debt Reimbursement	\$ -
Debt Cost Assessments-Wenham	\$ -
Debt Cost Assessment-Hamilton	\$ -
Charter School Reimbursement	\$ -
E-Rate	\$ -
Facilities Rentals	\$ 2,289.53
Grants	\$ <u>33,096.00</u>
Total	\$ 5,299,182.43



# Grants Receipts Summary

YTD as of August 31, 2018

<u>Receipts thru 8/31/18</u>				
<u>Grant Name</u>	<u>For FY17</u>	<u>For FY18</u>	<u>For FY19</u>	<u>Total</u>
Title I	\$ 1,268.00	\$ 12,395.00	\$ -	\$ 13,663.00
IDEA	\$ -	\$ 17,668.00	\$ -	\$ 17,668.00
Title 2	\$ -	\$ -	\$ -	\$ -
SPED EC	\$ -	\$ -	\$ -	\$ -
Title IIA	\$ -	\$ 1,765.00	\$ -	\$ 1,765.00
CFCE	\$ -	\$ -	\$ -	\$ -
Big Yellow School Bus	\$ -	\$ -	\$ -	\$ -
STARS Residency	\$ -	\$ -	\$ -	\$ -
SPED Secondary Transition	\$ -	\$ -	\$ -	\$ -
	\$ 1,268.00	\$ 31,828.00	\$ -	\$ 33,096.00



# Debt Service Update

YTD as of August 31, 2018

				Cutler Roof and Summer 2013		Buker/Winthrop 2016
		<u>MS/HS</u>		<u>Projects</u>		<u>2016</u>
Original Bond		\$15,540,000		\$1,582,000		\$1,531,000
Interest		<u>\$2,871,489</u>		<u>\$456,992</u>		<u>\$266,668</u>
Total		\$18,411,489		\$2,038,992		\$1,797,668
Payments to Date-thru 8/31/18						
Principal		\$13,785,000		\$312,000		\$91,000
Interest		<u>\$2,783,739</u>		<u>\$195,404</u>		<u>\$46,243</u>
Total		\$16,568,739		\$507,404		\$137,243
Payments Due in FY19						
Principal		\$1,755,000		\$90,000		\$90,000
Interest		<u>\$87,750</u>		<u>\$38,575</u>		<u>\$28,950</u>
Total		\$1,842,750		\$128,575		\$118,950
Term Remaining		1 year		11 years		13 years
Payoff Date		5/1/2019		10/15/2029		10/15/2031
Payments Remaining after FY19						
Principal		\$0		\$1,180,000		\$1,350,000
Interest		<u>\$0</u>		<u>\$223,013</u>		<u>\$191,475</u>
Total		\$0		\$1,403,013		\$1,541,475



# Assistant Treasurer Training

**The new Assistant Treasurer will be trained in the following areas once appointed by the SC:**

- Process payroll checks
- Process vendor checks
- Process required cash transfers for student activities accounts as well as general accounts
- Process cash receipts as required
- Process ACH file to bank for proper distribution of payroll
- Process payment of federal and state payroll taxes

August 3, 2018

Dear Dr. Harvey and fellow School Committee Members,

Beginning this fall, the high school will be embarking on a charitable giving campaign (#HWgivesback) in which our school community will be working together to raise money and participate in activities to increase awareness of and provide support to a variety of student selected charities. We will be placing a large banner in the cafeteria displaying our slogan and adding the causes we support to the wall to have a visual for all to see. We will be kicking off the 2018-2019 school year selling lanyards with the #HWgivesback slogan and Student Government and DECA officers are working together to choose our first cause. Moving forward funds will be raised through sales of items such as the lanyards as well as other fundraising activities decided upon by our students (bake sales, dances, pizza sales etc.) In addition, while participating in our "Are You Duff Enough" campaign last fall, students decided that ten percent of profits earned by individual class fundraisers would be donated to charitable giving. Students will be working together to solicit ideas for causes and student government and DECA officers will review and approve requests. In an attempt to avoid commingling of funds we would like to request the addition of an "HWgivesback" activity account. Please let me know if you have any questions. Thank you for your time and consideration.

Best,

Stefanie Rogal  
s.rogal@hwschools.net



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## HWRSD District Improvement Goals, 2018-2019

District Goal #1	Linked Strategic Blueprint Initiative	Actions/Timelines	Benchmarks/Products	Personnel Responsible
Develop new Strategic Blueprint Document to guide the HWRSD's Improvement Efforts for the next five years.	Organizational Development: Strategic Planning	<ul style="list-style-type: none"><li>-Develop Draft Strategic Blueprint Document incorporating feedback from stakeholder groups.</li><li>-Circulate draft document among stakeholder groups for feedback.</li><li>-Revise draft document to incorporate feedback.</li><li>-Bring final draft document to SC for revision and final approval in January 2019.</li><li>-Communicate final Blueprint Document to community stakeholders.</li></ul>	<ul style="list-style-type: none"><li>-Various Draft Blueprint Documents</li><li>-Notes from feedback meetings</li><li>-Final Blueprint Document</li><li>-Communication Plan</li><li>-Communications</li></ul>	<ul style="list-style-type: none"><li>-Superintendent</li><li>-Leadership Team</li></ul>

District Goal #2	Linked Strategic Blueprint Initiative	Actions/Timelines	Benchmarks/Products	Personnel Responsible
Build the Capacity of HWRSD Administrators to Faithfully Implement the DESE's Educator Evaluation System.	Human Resource Development: Evaluation System	<ul style="list-style-type: none"> <li>-Review revised DESE Teacher Evaluation Rubric</li> <li>-Revise HWRSD "Focused Elements of Teacher Evaluation" based on changes to the DESE Rubric</li> <li>-Communicate changes to HWRSD Evaluation System based on new DESE Rubric</li> <li>-Calibrate evaluators using new rubric and DESE training tools</li> </ul>	<ul style="list-style-type: none"> <li>- HWRSD "Essential Elements of Teacher Evaluation" Document</li> <li>-Communications to faculty around "Essential Elements" Document.</li> <li>-Creation of "FAQ" Document on "Essential Elements"</li> <li>-Leadership Team Meetings focused on Teacher Evaluation Calibration</li> </ul>	<ul style="list-style-type: none"> <li>-Superintendent</li> <li>-Leadership Team</li> </ul>

District Goal #3	Linked Strategic Blueprint Initiative	Actions/Time lines	Benchmarks/Products	Personnel Responsible
Implement ALICE Crisis Response Protocols to ensure student and staff are using the most current practices regarding school safety.	Organizational Development: Structures to Support the Instructional Core	<ul style="list-style-type: none"> <li>-Train Team from HWRSD and local public service as ALICE Instructors</li> <li>-Have all HWRSD Faculty achieve ALICE Basic Certification</li> <li>-Train all HWRSD Faculty on ALICE Drills</li> </ul>	<ul style="list-style-type: none"> <li>-Listed Trainings held with Faculty and students</li> <li>-HWRSD will achieve "ALICE Certified Institution Status"</li> <li>-Crisis plans will be updated to reflect ALICE Protocols</li> </ul>	<ul style="list-style-type: none"> <li>-Superintendent</li> <li>-Asst. Superintendent</li> <li>-Principals</li> </ul>

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		-Train students on ALICE Protocol -Revise HWRSD Crisis Manual		
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**Knowledge**   •   **Responsibility**   •   **Respect**   •   **Excellence**



Hamilton-Wenham Regional School District


**Buker, Cutler and Winthrop Schools**

2018-2019

School Improvement Goals

# Goal 1

All students will demonstrate growth, meeting or exceeding the grade level standards in mathematics as evidenced by benchmark assessments and portfolio opportunities.

- 
- Implement the *Investigations 3.0* mathematics curriculum for students in grades K-5.
  - Professional development will focus on mathematics learning through looking at student work protocols, peer observations and visiting other schools.
  - Administer beginning, mid-year, and end-of-year Boulder Valley School District screening assessments.
  - Grade level data meetings held at least three times yearly to monitor student progress and plan for instructional intervention, establishing consistent practices across the elementary schools.



# Goal 2

Expand the support of students' social and emotional learning across the elementary grades.



- Expand Responsive Classroom practices in grades K-5

- Ensure all classroom teachers are trained in Responsive Classroom.
- Responsive Classroom building consultation at Buker School.
- Focus monthly building meetings to implement social/emotional learning supports such as relationship mapping, buddy classes, mentoring, community groups, student leadership, mindfulness, use of the Zones of Regulation and Social Thinking.




## ○ Improve student attendance rates

- Continue to communicate with parents on the impact of attendance on school achievement.
- Create and further utilize consistent communication approaches with parents in instances of excessive school absences.
- Support students and families with extenuating circumstances that affect attendance rates.



# Goal 3

All students will demonstrate growth, meeting or exceeding the grade level expectations in English/Language Arts. We will measure progress towards this growth using the following assessments: *Fountas and Pinnell Benchmarks, Phonological Awareness Literacy Screening, Words Their Way Spelling Inventory and Foundations Probes.*

- 
- Implement Words Their Way Word Study Program in grades 4 and 5.
  - Incorporate Heggerty Phonemic Awareness Program in grades K and 1.
  - Utilize Lucy Calkins *Writing Pathways* resources with professional development study groups, K-5.
  - Update to newest version of Fountas and Pinnell Benchmark Assessment System and Continuum.



## Goal 4

Increase school safety by implementing ALICE protocols and procedures.

- Instructor teams trained for each building (August 2018)
- Basic training for all staff: blended learning model (September 2018)
  - Includes building-based scenario trainings
- Communicate new protocols with parents
- Communicate new protocols, in developmentally appropriate ways, with students.



Hamilton-Wenham Regional School District

**Miles River Middle School**

School Improvement Goals

2018-19

# Goal 1

Refine and enhance the use of feedback with staff to improve teaching and learning through learning walks and coaching sessions.

# Actions

- Develop a shared understanding of best practices in conducting walkthroughs among leadership team and curriculum leaders.
- Provide time, training and resources to curriculum leaders in effective coaching practices.

# Goal 2

Implementation of new math  
curriculum (Open Up Resources)  
in grades 6-8

# Actions

- Curriculum training days for math/special education teachers
- Ongoing training and support
- Parent information
- Ongoing evaluation

# Goal 3

Continued Implementation of  
updated science curriculum and  
resources in grades 6-8

# Actions

- K-8 training with STEM Scopes resources
- Continued implementation and evaluation of STEM Scopes resources
- Re-ordering of Scopes
- Revision of 6-8 curriculum maps in UBD format

# Goal 4

Development and implementation of a schoolwide Positive Behavioral Intervention and Support (PBIS) system for MRMS

# Actions

- Develop a consistent, research based, school-wide system to support positive behaviors for all students
- Explicitly teach, model and reinforce desired behaviors
- Implement a system of data collection to monitor effectiveness and drive decisions

# Actions

- Three year implementation
- Year 1 - planning and training for PBIS team and staff
- Year 2 - Implementation
- Year 3 - continued implementation/refinement

# Goal 5

Building implementation of ALICE  
enhanced lockdown training and  
procedures

# Actions

- Two day district train-the-trainer
- Online training for all staff
- Building based scenarios
- Update building and district emergency procedures
- District coordination with parents/emergency services
- Student training and drills



Hamilton-Wenham Regional School District

# Hamilton Wenham Regional High School

School Improvement Goals

2018-19

# Goal 1

The high school staff and faculty will begin the first of several years of the process for re-accreditation. The Steering Committee will complete the Self-reflection Report and the entire staff will complete the self-reflection process.

# Actions

- Select teams for standards
- Write “Look Back”
- Start the self-reflection process
  - Gather evidence
  - Write reflection by standard
- Faculty vote in preparation for fall collaborative conference

# Goal 2

The high school counselors and health and wellness teachers will work together to develop and deliver a Transitions curriculum via the health classes in grades 9-12. The curriculum incorporates developmental guidance benchmarks that align with the ASCA and MA models.

# Actions

- Common Planning Time meetings with counselors and Wellness teachers
- Completed lesson plans
- Completed team taught classes

# Goal 3

To help all staff and faculty learn and understand the new educator evaluation rubric.

# Actions

- Meetings to review each of the “Power” elements/indicators chosen by the LT
- Teachers and administrators using the elements/indicators throughout the evaluation process.

# Goal 4

To continue to develop an integrated and consistent instructional coaching model by utilizing curriculum leaders to complete 15

hours of classroom Learning Walks and discussions with teachers.

# Actions

- PD related to instructional coaching
- Weekly meetings with P. McElhinney
- Classroom Learning Walks, conferences with teachers



# Goal 5

Begin the process to develop a high school Statement of Beliefs in conjunction with the accreditation process.



# Actions

- Gather pertinent information about beliefs
- Meet with HS staff to discuss, plan, develop ideas
- A small team will work on draft
- Final approval by the HS staff



# Goal 6

Building implementation of  
ALICE enhanced lockdown  
training and procedures.



# Actions

- 2Day District train-the-trainer
- Online training for all staff
- Train students
- Building based scenarios/practice
- Update building and district emergency procedures
- District coordination with parents/emergency services
- Student training and drills

#### Draft SC Goals 2018/2019

- Advocate for a budget that calls for educational excellence while being mindful of the fiscal constraints of the communities.
- Re-Prioritize capital plans and develop implementation strategy.
- Monitor the Cutler SOI Process and act as information is revealed.
- Communicate:
  - More active outreach to our legislators regarding our District needs.
  - More communication with town committees--BOS/FINCOM.
- Work collaboratively with the MASC to fully convert and implement the online HWRSC Policy Manual.

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 of 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~~

**Deleted:** The treasurer shall countersign along with the assistant treasurer all checks in the amount of \$100,000 or greater.

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 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.

**Deleted:** The assistant treasurer shall countersign along with the treasurer all checks in the amount of \$100,000 or greater.

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 it 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 of 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.

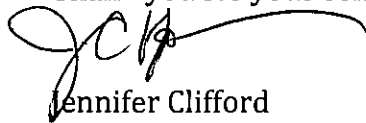
Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17

October 5, 2018

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

1. The yearly Scholastic book fair funds allow us to supplement maker space activities and book collections throughout the school.
2. The Cultural Enrichment line item brings all of our presentations and assemblies to the school. This year, we will focus on leadership as our theme and we are looking to highlight children who are leaders in their areas of interest.
3. The Crosby's awards program supplements our recess activities through passive fundraising ('free money').
4. Grade level Cultural Enrichment activities allow each grade to bring in a presentation directly related to their curriculum, most often in the area of science.
5. Specialists' budgets are supplemented by the Friends donations, bringing materials to each classroom that would not otherwise be possible.

Thank you for your consideration,



Jennifer Clifford

October 4, 2018

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

1. The Friends would like to purchase makerspace items, books for classroom collections, and a small area rug for the gallery in the amount of \$1200.00 through Scholastic Bucks, the result of the Scholastic Book Fair proceeds.
2. The Friends would like to fund Cultural Enrichment Activities for all students this year with a budget of \$8900. The performances will reflect a theme of leadership, with a focus on student performers. Performances will be for all students in grades K-5
3. Through the Crosby's receipts donations, the Friends anticipate a gift of recess supplies such as chalk and balls this spring from the Crosby's Rewards program, with an expected value of approximately \$50.
4. For a total no more than \$3000, the Friends would like to offer to pay for up to \$500 for each grade level to invite a performer or cultural enrichment activity that supports their curriculum content into school. Grade levels determine the presentations that best suit their curricular needs.
5. The Friends would like to give each specialist subject (art, music, PE, lib/tech, and counselor) up to \$500 to purchase materials, for a total of \$2500.

Respectfully Submitted,

Val McCormack, [vmccormack76@gmail.com](mailto:vmccormack76@gmail.com)  
Leslie Potter, [leslie\\_donlon@yahoo.com](mailto:leslie_donlon@yahoo.com)

Friends of Cutler Co-Presidents 2018-19