

**The Hamilton Wenham Regional School District
Professional Teacher Status Recognition
Buker Elementary School Multi-Purpose Room
Wednesday, October 10, 2018 6:30 PM**

Those in attendance celebrate the accomplishments of the HWRSD teachers attaining Professional Teacher Status Recognition (listed below).

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, October 10, 2018 7:00 PM**

Present:

Jeanise Bertrand
Kerry Gertz
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

1. Call to Order

David Polito calls the meeting to order at 7:04 pm

7:00pm

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Superintendent's Report

A. Presentation of Professional Status Teachers

Those teachers receiving professional status are as follows:

Lisa Druskat, Buker School	Courtney Duffy, HWRHS
Michael Ferreira, Buker School	Cecelia Hunt, HWRHS
Katherine Aissis, Winthrop School	Breanne MacArthur, HWRHS
Jacquelyn Craig, MRMS	Maija Scarpaci, HWRHS
Brianna Borek, HWRHS	Lea Tabenkin, HWR
Alison Dolan, HWRHS	

Dr. Michael Harvey offers his congratulations to all teachers obtaining professional status.

4. Approval of Warrants

Present: Gene Lee, Peter Wolczik, Michelle Bailey, David Polito

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

The following warrants were approved:

Voucher #	Amount
8	\$9,285.10
1013	\$723,222.78
2623	\$130,642.88
2622	\$321,606.65
2619	\$2,683.91
2620	\$97.49
2621	\$2,371.11

5. Citizens' Comments

None

6. Chair's Report

(Inadvertently skipped)

7. New Business

a. Treasurer's Report

Don Gallant, HWRSD Treasurer reports District Treasurer's Report as of 08/31/2018:

- District Treasurer Primary Roles & Responsibilities;
- General Fund Update;
- Student Activities Update;
- Student Activities Update: HS Subsidiary Accounts
 - Michelle Bailey inquires if certain student activity accounts were closed, with Don Gallant answering affirmatively that accounts closed based on the vote of the School Committee.
- Scholarships Update;
- General Receipts Summary;
- Grants Receipt Summary;
- Debt Service Update;
- Assistant Treasurer Training;

Discussion: Robert Whittier memorial funds designated for STEM programming; preschool tuition; parking costs; revolving accounts (not detailed in this report); etc.

b. Review and Approve Student Activities Accounts

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE STUDENT ACTIVITIES ACCOUNTS AS PRESENTED IN SLIDE 6 & 7 OF THE 08/31/2018 TREASURER'S REPORT.

MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand. Unanimously approved by 7 members present.

c. Approval of #HWGivesback Student Activity

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE #HWGIVESBACK STUDENT ACTIVITY ACCOUNT AS STATED ON PAGE 13 OF THE SCHOOL COMMITTEE PACKET.

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.
Unanimously approved by 7 members present.**

d. Presentation of District Improvement Goals

Dr. Michael Harvey presents HWRSD District Improvement Goals, 2018-2019:

District Goal # 1: Develop new Strategic Blueprint Document to guide the HWRSD's Improvement Efforts for the next five years;

District Goal #2: Build the capacity of HWRSD Administrators to Faithfully Implement the DESE's Educator Evaluation System;

District Goal #3: Implement ALICE Crisis Response Protocols to ensure student and staff are using the most current practices regarding school safety.

Discussion regarding teacher evaluations, teacher contracts, ALICE training, etc. Jeff Sands states that over 400 individuals throughout the district will be trained in ALICE protocols in less than 6 weeks.

e. Presentation of School Improvement Plans

Buker, Cutler, and Winthrop Schools 2018-2019 School Improvement Goals

Christopher Heath, Winthrop Elementary Principal (attending); Ben Schersten, Buker Elementary Principal (attending); Jennifer Clifford, Cutler Elementary Principal (not attending)

Goal # 1 - All students will demonstrate growth, meeting or exceeding the grade level standards in mathematics as evidenced by benchmark assessments and portfolio opportunities.

Mr. Heath provides an overview of action items developed to meet this goal, with further discussion regarding developing benchmarks, interview based assessment, literature to support math program, inquiry-based nature of **Investigations**, etc.

Goal # 2 - Expand the support of students; social and emotional learning across the elementary grades.

- 1) *Part 1: Expand Responsive Classroom Practices in Grades K-5;*
- 2) *Part 2: Improve Student Attendance Rates*

Mr. Heath provides an overview of action items developed to meet these goals, with further discussion regarding analysis of attendance, trends showing a steady increase in student absences, social/emotional factors contributing to attendance, communication strategies with families, etc.

Goal # 3 - All students will demonstrate growth, meeting or exceeding the grade level expectation in English/Language Arts.

Mr. Schersten provides an overview of action items and resources to meet this goal, as well as details surrounding the assessment tools used to measure outcomes.

Goal # 4 - Increase school safety by implementing ALICE protocols and procedures.

Miles River Middle School, School Improvement Goals 2018-2019

Craig Hovey, Miles River Principal (attending)

Goal # 1 - Refine and enhance the use of feedback with staff to improve teaching and learning through learning walks and coaching sessions.

Goal # 2 - Implementation of new math curriculum (Open Up Resources) in grade 6-8.

Mr. Hovey provides an overview of action items to meet this goal, as well as further explanation as to measurements with online tools.

Goal # 3 - Continued implementation of updated science curriculum/resources grades 6-8.

Goal # 4 - Development and implementation of a schoolwide Positive Behavioral Intervention and Support (PBIS) system for MRMS.

Mr. Hovey provides an overview of action items to meet this goal, as well as further explanation as to process for identifying needs to enlist PBIS system. There are currently inconsistencies in student behavior expectations with the REACH program in place.

Goal # 5 - Building implementation of ALICE enhanced lockdown training and procedures.

Hamilton Wenham Regional High School, School Improvement Goals 2018-2019

Eric Tracy, HWRHS Principal (attending)

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.

Mr. Tracy reviews the action items necessary for completing this goal.

Goal # 2 - The high school counselors and health and wellness teachers will work together to develop and deliver a Transitions curriculum view the health classes in grades 9-12. The curriculum via the health classes in grades 9-12. The curriculum incorporates developmental guidance benchmarks that align with ASCA and MA models.

Michelle Bailey inquires as to how the presence of guidance counselors in the classroom impacts the standard one-on-one counseling. Mr. Tracy further explains that there has been a rise in health and wellness concerns, and explains the evaluative methods to determine if this goal is being met.

Goal # 3 - To help all staff and faculty learn and understand the new educator evaluation rubric.

Goal # 4 - To continue to develop an integrated and consistent instructional coaching model by utilizing curriculum leaders to complete 15 hours in the classroom.

Goal # 5 - Begin the process to develop a high school Statement of Beliefs in conjunction with the accreditation process.

Goal # 6 - Building implementation of ALICE enhanced lockdown training and procedures.

Michelle Bailey and Stacey Metternick expressed concern over class scheduling at the high school. Lengthy discussion regarding class scheduling issues for students, with a conversation about the role of HWRHS in providing access to classes required for admissions in many higher education institutions. Mr. Tracy ultimately indicates that schedules have always, and will remain a goal for HWRHS, however there are always numerous goals that are not identified during the annual presentation of goals.

- 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

I MOVE TO 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.

**MOTION by David Polito; SECONDED by Jeanise Bertrand
Motion approved by roll call vote with Peter Wolczik voting yes, Stacey Metternick voting yes, Michelle Bailey voting yes, Gene Lee voting yes, Kerry Gertz voting yes, Jeanise Bertrand voting yes, and David Polito voting yes.**

Executive Session 8:44 pm - 10:08 pm.

- g. Finalize School Committee Goals
- 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 take action as information is revealed;
 - Communicate
 - More active outreach to our legislators regarding our needs
 - More communication with town committees--BOS/FINCOM
 - Work collaboratively with the MASC to fully convert and implement the online HWRSC Policy Manual.

School Committee members agree that monitoring the goals outlined above will be a meeting agenda item every other month.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE SCHOOL COMMITTEE GOALS FOR 2018-2019 AS STATED IN THE SCHOOL COMMITTEE PACKET PAGE 52, WITH AN AGREEMENT TO MONITOR THESE GOALS EVERY OTHER MONTH.

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 7 members present.**

- h. Select Delegate and Alternate for MASC Conference (moved to future meeting)
i. Policy Second Reading: Policy B2001 HW School Committee By-Laws

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE POLICY B2001, HW SCHOOL COMMITTEE BY-LAW CHANGES, AS STATED IN THE SCHOOL COMMITTEE PACKET PAGE 53.

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Unanimously approved by 7 members present.**

j. Superintendent's Review

David Polito offers a sincere apology to Dr. Harvey for the delay in the process, and explains the background and circumstances causing delays:

The superintendent evaluation evaluations were due back to the Chair by August 10, 2018 in order to develop a composite summative evaluation (with the committee to approve such evaluation on September 12, 2018). This month "buffer" was purposely designed to allow all members ample opportunity to complete their independent evaluations. David received 6 evaluations for compilation, with the 7th member believed to be abstaining due to being a new committee member. These 6 evaluations came in sporadically, and were tracked using an excel spreadsheet. It was not until the final stage of adding committee member comments on September 12th, that David noticed two of the evaluations were nearly identical.

David spoke with School Committee Attorney Naomi Stonberg, and Field Director at the Massachusetts Association of School Committees, Mike Gilbert to begin an investigation, while postponing the initial superintendent review to September 26, 2018.

A meeting with David Polito, the two offending committee members, as well as School Committee Attorney Stonberg was scheduled for September 26, however, neither member showed up.

David Polito explains further that on 11:45 pm on September 25, he received an email from the 7th school committee member (believed to be abstaining) with an attached evaluation and a note reading, "I sent this a while ago, but I'm not sure it went through as I've been having trouble with Outlook, and I wanted to be sure you had it for compiling Dr. Harvey's evaluation. Thank you." David asked this member for a screenshot of the original email, however, there has been no follow up from the member.

Upon further investigation of the evaluation sent on September 25, David indicates that the metadata on the PDF file showed it to be created at 11:05 on the evening of September 25, and the user information in the Dropbox file used to store the original document of the superintendent review had not been accessed by the committee member in question until late September. A public records request of school committee email correspondence also confirmed that there were no reported attempts at sending out an email prior to September 25.

David indicates that upon review of the evaluation, it became clear that this third evaluation had suspicious similarities to one of the two reviews in question.

A second meeting was scheduled for Tuesday October 9, 2018 to discuss the situation with the three committee members. Only Michelle Bailey was present for that meeting, during which she explained that her review was mistakenly typed directly into the Dropbox file on August 14, instead of creating a new file on her desktop. Days later, member # 2 informed Michelle that her review was fully visible in

the shared Dropbox file. In reviewing member # 2's review, Michelle Bailey agreed that it was predominantly the exact same review as hers.

Neither the second nor the third school committee member attended the meeting last night to defend their positions. David states that the striking similarities between the second and third reviews cannot be dismissed as purely coincidental.

David states that he will be striking all similar review items from the composite school committee review; the only action he can take as committee chair. However, based on the coordination and communication of the second member and the initial member's review, and between the second and third committee members, (qualifying as deliberation of a quorum), David will be formally submitting an Open Meeting Violation against member # 2 to the State's Attorney General Office for further review.

David states that although submitting OML violations against one's own board is a bad look for the committee and the community, letting such a serious violation of the public trust and core responsibilities of a school committee member go unpunished would be a larger disservice to Dr. Harvey, the Hamilton Wenham Regional School District, and our communities as a whole.

David states that after the discussion of Dr. Harvey's evaluation, Ms. Metternick's evaluation will be discussed in an open public meeting, per her emailed request on October 5, 2018.

Peter Wolczik inquires as to why his comments are being struck, with David Polito stating that the similar comments are being struck, and members 2 and 3 were never named. Peter Wolczik is upset that his integrity is being called into question. Discussion about integrity, suspicion, timing of email (metadata), public data, etc. David is confident that he has acted ethically and responsibly in this process.

Further discussion regarding email that David sent, with Stacey and Peter and Michelle stating that the email was deceptive.

David Polito agrees to submit a formal apology should information come back indicating that he is not following recommendations of Attorney Stonberg. Peter Wolczik states that he awaits David's humble apology. Discussion of emailed evaluation, equality of school committee members, scheduling of meetings, etc.

Superintendent's Review

Step 1: Assess progress towards goals

Professional Practice Goals -	Met
Student Learning Goals -	Met
District Improvement Goals -	Met

Standard 1: Instructional Leadership -	Proficient
Standard 2: Management and Operations -	Proficient
Standard 3: Family Community Engagement -	Exemplary
Standard 4: Professional Culture -	Proficient

Overall: Step 1 and 2 -	Proficient
Rate impact of student learning-	High

David Polito reads evaluation comments aloud, as well as the standards scored under the umbrellas of those listed above.

Ms. Metternick asks why there were strikeouts in Dr. Harvey's review. David Polito stated that Dr. Harvey had put the strikeouts in as they weren't part of his goals. David Polito discussed it with Gene Lee and they decided to keep strikeouts. Stacey Metternick arguing that those strikeouts were a decision of the School Committee as a whole, not David and Gene as they don't have the authority.

David will make this document available in Dropbox for all School Committee members.

David mentions that during his walk through at Cutler School, he was reminded of why he became a School Committee member. Stacey Metternick argues that David should have communicated this, with David stating that he inadvertently skipped over the Chair's Report on the agenda this evening. He will provide this information about the tour to School Committee members tomorrow.

Michelle Bailey says she feels partially responsible for this situation, and admits that it was her mistake to post her own evaluation in the Committee Dropbox file. Michelle states that in a rush, believing her evaluation was later than all others, she mistakenly did not make a copy of the file on her own computer.

David Polito and Michelle Bailey agree that this situation has highlighted the need to streamline the superintendent evaluation process, and condensing the questions to only those relevant.

Discussion regarding what gets submitted as part of the review (cumulative or individual). David will reach out to Attorney Stonberg to inquire about sharing and submitting process.

k. Assistant Treasurer Search (moved to future meeting)

l. Donations

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER IN THE AMOUNT OF \$15,650.00 FOR MATERIALS AND CULTURAL ENRICHMENT ACTIVITIES.

MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand. Unanimously approved by 7 members present.

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

8. Other

A. Topics for Next Meeting

- Powers & Sullivan Report;
- Student Government Report;
- Alumni Discussion;
- Green Meadow Farm Discussion;
- Assistant Treasurer Search;
- Select Delegate and Alternate for MASC Conference

9. Vote to Adjourn

9:30pm

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 11:06 PM.

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.
Unanimously approved by 7 members present.**