

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, October 24, 2018 7:00 PM**

Present:

Jeanise Bertrand
David Polito, Chairperson
Michelle Bailey
Peter Wolczik, Assistant Secretary
Gene Lee (late arrival)

Also Present:

Michael Harvey, Superintendent
Jeffrey Sands, Assistant Superintendent

1. Call to Order

7:00pm

David Polito calls the meeting to order at 7:01 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, Peter Wolczik

Also present: Don Gallant, HWRSD Treasurer

The following warrants were approved:

Voucher #	Amount
2628	\$38,232.86
2626	\$1,895.00
2627	\$43,875.00
2624	\$104,925.00
2625	\$109,962.50
1014	\$729,204.52
1015	\$83,032.95
9	\$12,975.86
1017	\$378,280.46
2629	\$377,161.00
2630	\$ 73,539.62

4. Citizen's Comments

None.

5. Chair's Report

David Polito joined the walk-through of Cutler School for the MSBA Statement of Interest process. He commends Dr. Harvey and Jeff Sands for their hard work developing the Statement of Interest. MSBA members asked many questions, all of which were answered with accuracy, detail, and evidence. David is looking forward to the results.

6. Superintendent's Report

- MSBA Visit to Cutler School: The visiting team from the Massachusetts School Building Authority (MSBA) visited Cutler Elementary School on Tuesday, 10/02/2018. The team consisted of three members of the MSBA project management staff as well as one engineer hired by the MSBA. The HWRSD was represented by David Polito, Jeff Sands, Principal Jenn Clifford, Director of Facilities Jason Waldron and Dr. Michael Harvey. Joe Domelowicz, Hamilton Town Manager, was also in attendance. In addition to the tour, the visit also included a review of the District's April 2018 Statement of Interest. MSBA will decide in December which schools will be invited to the Eligibility Phase of process. They also stressed the school building process would take years to complete. Finally, they recommended HWRSD submit a Statement of Interest for the Winthrop School if we would like to consider consolidating Winthrop and Cutler into one elementary school during the next submission window.
 - Michelle Bailey asks if Winthrop was toured, with Dr. Harvey explaining that the team drove by Winthrop school, but did not tour.
- Generals in the MIAA Playoffs: HW Golf (14-0, CAL Champs) took part in the MIAA Division III North Sectional Championships on Monday, 10/22/2018 at Far Corners Golf Course in Boxford. The Generals finished 8th overall in the team competition. Aidan Daley finished 4th in the individual competition.
- HW Boy's & Girl's Cross Country will compete in the CAL Championships on Saturday, 10/27/2018 at Bradley Palmer State Park in Topsfield, MA. Races are scheduled to begin at 9:00 AM. The HW Girl's Cross Country team has already earned the Regular Season CAL Title.
- HW Football (5-2, 3-0) has earned the #2 Seed in the Division VI North State Tournament. They will host #7 Austin Preparatory School in the Quarterfinal Round on Saturday, 10/27/2018 at 10:00 AM at HWRHS. **Please note the time change.** Game Day details will be posted on the HWRHS web site. The Generals have earned at least a share of the CAL Title for the second year in a row.
- Girl's Soccer and Volleyball have qualified for the State Tournament. Details will be announced for those programs in the next few days.
- Meetings with Hamilton and Wenham Finance Committees and Boards of Selectmen: The School Committee has scheduled **Tuesday 12/04/2018 and Tuesday 02/05/2018** to meet with the Finance Committees and Boards of Selectmen as part of the FY20 budget process. Both meetings will start at 7:00 PM in the Buker School Multipurpose Room. Calendar will be updated in Dropbox, if not already done.
- Upcoming Events:
 - October 25—Elementary Early Dismissal (11:15) for Parent Teacher Conferences
 - October 26—Halloween Happenings, Winthrop School, 5:30-7:00 PM
 - November 1—End of First Quarter
 - November 7—Preschool Open House, Winthrop School from 2:00-3:00 PM
 - November 7—SEPAAC Parents' Rights Workshop, Winthrop School at 6:00 PM
 - November 12—No School Veterans' Day (Observed)
 - November 14—Preschool Open House, Winthrop School from 2:00-3:00 PM

7. Consent Agenda

- A. Waiver Requests for 8th Grade participation in JV Girls' Basketball and JV Girls' Ice Hockey

Exhibit A

Approval of minutes from previous meetings will be included on the consent agenda for next School Committee meeting- 11/14/2018.

Discussion of Exhibit A - 8th Grade Waivers for JV Girls' Basketball and JV Girls' Ice Hockey as indicated in the 10/09/2018 email from Craig Genualdo, Athletic Director.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA- A WAIVER REQUEST FOR 8TH GRADE PARTICIPATION IN GIRLS' JV BASKETBALL AND GIRLS' JVICE HOCKEY; THERE CAN BE NO FURTHER DISCUSSION OF THESE ITEMS.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand.
Approved by 4 members, opposed by Michelle Bailey; Motion Passes.**

8. New Business

With School Committee members agreeing, Michelle Bailey suggests switching items A & B in New Business in order to allow students to leave the meeting earlier.

A. Student Government Presentation

(originally New Business Item B)

Brianna Borich [phonetic spelling], Student Government Advisor: Thanks the committee and provides an overview of tonight's presentation, which consists of student body officers presenting updates on their respective activities.

Will Glovsky, Secretary: He was the delegate elected to the State Board and provides update to the School Committee regarding the increasing difficulty and standards in MCAS, anticipated to begin in 2023. Will also leads a subcommittee addressing the issue of vaping in schools. Research has shown that fines are the most effective deterrent, however subcommittee continues to research and strategize to address this concern. Will is also part of a subcommittee focused on voter registration and provides updates on the actions taken by this group.

Emily Vanderwilden, Vice President: Provides update on student government evening activities, including DECA, trivia night, homecoming dance. Update on daytime activities including stuff the cruiser (Toys for Tots), the status and scheduling of the annual 2018 Spirit Week.

Lauren Verge: Provides update on student government activities, including facilitation of the 11/02/2018 Mock Election, as well as guest speaker regarding distracted driving on 11/27/2018. Lauren provides update on the fundraising campaign, #HWgivesback: lanyards are sold to teachers, students, and community members, with proceeds given to various local charities.

Jack [unknown last name], Treasurer: Provides update regarding the ALS school assembly, where Nancy Freits spoke about ALS awareness and fundraising campaigns. Provides update on fundraising efforts and the total amounts raised so far.

B. Presentation from Powers and Sullivan on FY2018 Audit

Exhibits B1-B4

(originally New Business, Item A)

Presentation from Powers and Sullivan on FY2018 Audit. Frank Serreti and Thomas Couto provide a detailed review of the audit, which is included as Exhibits B1-B4 of the [School Committee Packet, pages 3- 87](#).

Presentation includes an overview with slide presentations on the following topics:

- Results: There were no material proposed audit adjustments.
- Management's Responsibilities
- P&S Responsibilities
- General Fund – Fund Balance
- General Fund – Operations
- Estimated Excess and Deficiency
- OPEB and Pension Liabilities

- Management Letter

A detailed overview of the presentation - Report on Examination of Basic Financial Statements - begins on page 16, and includes in depth information on audit components:

- Independent Auditor's Report
- Management's Discussion and Analysis
- Basic Financial Statements
 - Statement of net position
 - Statement of activities
 - Governmental funds – balance sheet
 - Reconciliation of the governmental funds balance sheet total fund balance to the statement of net position
 - Governmental funds – statement of revenues, expenditures and changes in fund balances
 - Reconciliation of the statement of revenues, expenditures, and changes in fund balances of governmental funds to the statement of activities
 - Fiduciary funds – statement of fiduciary net position
 - Fiduciary funds – statement of changes in fiduciary net position
 - Notes to basic financial statements
- Required Supplementary Information
 - Schedule of revenues, expenditures and changes in fund balance – general fund – budget and actual
 - Pension Plan Schedules
 - Schedule of the District's proportionate share of the net pension liability
 - Schedule of District contributions
 - Schedule of the special funding amounts of the net pension liability
- Other postemployment benefit plan schedules
 - The schedule of changes in the District's total other postemployment benefit liability and related ratios
- Notes to required supplementary information

Michelle Bailey asks about the assumptions made in benefits payout. Discussion regarding legal requirements to fund OPEB, strategies, and Powers & Sullivan recommendation that a policy would decrease liability.

Discussion regarding regional transportation aide and school districts not qualifying for city and town reimbursements.

Discussion regarding the financial audit objectives: to give an opinion on financial statements and whether statements are fair (note: *not* to audit the District's internal controls). Discussion about internal procedure, management letter, history of internal control procedures, reconciliation process, etc.

Discussion regarding Uniform Guidance - detailed federal guidelines for grants designed to streamline processes, ease administrative burdens, set best practices for internal controls, and outline the federal COSO standards. Powers & Sullivan recommend the District develop a draft of Uniform Guidance, and will provide a template to do so.

C. Vote Contract with HWREA

Exhibit C

The tentative agreement between Hamilton Wenham Regional School District and Hamilton Wenham Regional Education Association is provided as Exhibit C ([School Committee Packet, page 82-87](#)). The HW Education Association voted to ratify: 97% of the approximately 130 ballots cast voted in favor of this agreement. John Koch

and Dr. Harvey will work to clean up some language before the contract becomes available online. Jeff Sands details the 3-year term agreement (09/01/2018 - 08/31/2021), highlighting that points 2 & 3 are the most substantial cost drivers:

- 2) COLA increases determined by Salary Schedules and Stipends Schedules, with year by year increases of 2.5%, 2.25%, 2.0%, with further details outlined in contract.
- 3) Effective in year 3, there will be an establishment of a new M15 column with an upper limit of step 12 to the existing Salary Schedule. The salary step at each point in the M15 column will be calculated as the mid-point between the M column and the M30 column (after year 3 COLA increase has been applied to the schedule).

Peter Wolczik asks for clarification regarding the midpoint determination, with Jeff Sands explaining the procedure that District Administration would utilize to calculate this.

Peter Lombardi, Wenham Town Administrator: Per State Statute, one individual is able to represent all town municipalities as a voting member in the District's vote this evening. Mr. Lombardi reads a written statement prepared to adequately capture the interests of both towns of Hamilton and Wenham. Mr. Lombardi will cast a vote against the agreement, however this is not meant to negatively reflect on the District's great work. He explains that the Town's COLA increases are lower than that of the District's, and although this is not a straight comparison, it would be inconsistent to approve the COLA increases proposed in this agreement, while asking Town employees to accept an increase beneath the precedent. In addition, the approval of this agreement would limit the effective partnering of the Towns and the District during FY20 budget processes. Finally, Mr. Lombardi acknowledges that the sick leave buy back elimination for new hires is a significant precedence with long term impacts.

Jeanise Bertrand asks if the comparative analysis takes surrounding areas' salaries and increases into consideration. Mr. Lombardi explains that benchmarking is taken into account, however there is a wage precedent that is set upon approval of the agreement. The no vote is largely based on the COLA.

Michelle Bailey asks if this was consensus of both towns, with Mr. Lombardi stating that both Hamilton and Wenham analyzed all elements, and feedback from both towns largely centered around the COLA increase.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AND TOWN REPRESENTATIVE VOTE TO APPROVE THE HAMILTON WENHAM REGIONAL EDUCATION ASSOCIATION CONTRACT FOR THE TERM OF SEPTEMBER 1, 2018 THROUGH AUGUST 31 2021, AS OUTLINED IN EXHIBIT C IN THE PACKET.

MOTION by Michelle Bailey; SECONDED by Gene Lee.

Michelle Bailey states that although she initially argued against the 2.5% increase, she believes there are several important benefits to this contract including the buyback, availability of elementary school teachers, and coaching provided to teachers. Michelle will vote to approve this contract due to these benefits.

David Polito commends District's administrative team in working with the Education Association to give the 2.5% COLA increase, and negotiate the level down in subsequent years. David understands why towns are voting against this, but also believes that this is an impressive contract.

Approved by 5 members, opposed by Peter Lombardi (representative of towns of Hamilton and Wenham); Motion Passes.

D. Select Delegate and Alternate for MASC Conference
MICHELLE BAILEY NOMINATES JEANISE BERTRAND AS THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT DELEGATE TO THE MASC CONFERENCE.

Jeanise Bertrand accepts the nomination.

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

E. Vote on MASC Resolutions Exhibit D
Full text of MASC resolutions with detailed explanations are found in Exhibit D of the [School Committee Packet, pages 88-96.](#)

Resolution 1: Rejecting the Arming of Educators

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 1: REJECTING THE ARMING OF EDUCATORS.

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

Resolution 2: On Small and Rural Districts

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 2: ON SMALL AND RURAL DISTRICTS.

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

Resolution 3: Elimination of the Federal Department of Education

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 3: ELIMINATION OF THE FEDERAL DEPARTMENT OF EDUCATION.

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

Resolution 4: Regional School Transportation

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 4: REGIONAL SCHOOL TRANSPORTATION.

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

Resolution 5: Regarding Reporting and Accountability Standards

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 5: REGARDING REPORTING AND ACCOUNTABILITY STANDARDS.

**MOTION by Michelle Bailey; SECONDED by Gene Lee.
Approved by 3 members present, with Michelle Bailey and Gene Lee abstaining; MOTION PASSES.**

Resolution 6: Regarding Reproductive Health Education

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 6: REGARDING REPRODUCTIVE HEALTH EDUCATION.

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

Resolution 7: On Gender Identity Inclusive Athletic Participation Policy

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 7: ON GENDER IDENTITY INCLUSIVE ATHLETIC PARTICIPATION POLICY AS SUBMITTED BY THE FRAMINGHAM SCHOOL DISTRICT.

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

Resolution 8: Relative to Sports Wagering

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 8: RELATIVE TO SPORTS WAGERING.

**MOTION by Michelle Bailey; SECONDED by Gene Lee.
Approved by 4 members present, with Michelle Bailey opposing; MOTION PASSES.**

Resolution 9: Relative to Access to Information for Parents and Students Who Are Clients of Special Education

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT MASC RESOLUTION 9: RELATIVE TO ACCESS TO INFORMATION FOR PARENTS AND STUDENTS WHO ARE CLIENTS OF SPECIAL EDUCATION.

**MOTION by Michelle Bailey; SECONDED by Gene Lee.
Approved by 4 members present, with Michelle Bailey opposing; MOTION PASSES.**

[Brief recess at 8:39pm]

F. Discuss Longmeadow Property

Exhibits E1-E3

Longmeadow discussion centered around the information included in the [School Committee Packet, pages 97-110](#):

Exhibit E1: *Summary of School Committee discussions and actions on Longmeadow property (page 97)*;

Exhibit E2: *11/14/2018 Letter from Benjamin Tymann, representing Harborlight Community Partners (pages 98-101)*;

Exhibit E3: *Proposed Memorandum of Understanding concerning development of affordable housing at certain sites in Hamilton, Massachusetts and Potential Control of Certain Tract by Hamilton-Wenham Regional School District, as referenced in 11/14/2018 letter from Benjamin Tymann (pages 102-110).*

The option for the town of Hamilton to buy down the size of the housing project (\$1.3 million) did not pass at the Hamilton Town meeting. As a result, Harborlight is now trying to figure out how to move forward.

David Polito suggests that the School Committee become proactive in this process and grant the power to someone to begin negotiations. Michelle Bailey suggests someone approach the land owners to determine if they are interested in partnering with HWRSD. Detailed and lengthy discussion regarding different approaches, strategies, next steps, and potential obstacles to overcome in the process.

Discussion regarding the amount of land available compared to the amount of land necessary should district consolidate Cutler and Winthrop elementary schools.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE EXPRESSES THAT THEY COULD BE INTERESTED IN ACQUIRING SOME PORTION OF THE PROPERTIES LOCATED IN HAMILTON ON LONGMEADOW WAY.

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

After determining School Committee interest, David Polito suggests the second action of the School Committee to authorize Dr. Michael Harvey and/or Jeff Sands to act on behalf of the School Committee to gather information about land available and status of proceedings. This authorization would extend only to gather information, not to advise.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE DR. MICHAEL HARVEY AND JEFF SANDS TO MEET WITH PARTIES TO INCLUDE PROPERTY OWNERS ON LONGMEADOW AND HARBORLIGHT COMMUNITY PARTNERS TO GATHER INFORMATION ABOUT THE PROPERTY RIGHTS FOR THE PROPERTY IN QUESTION.

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

Discussion regarding next steps.

G. Staff Turnover Analysis

Exhibit F

Jeff prepared a 3 year teacher contract analysis from FY16 - Fy18 detailed in Exhibit F of the [School Committee Packet, page 111](#). Jeff reviews data demonstrating Hamilton-Wenham Regional School District teacher turnover rates, broken down by school level, and including data specific to retirement, (in)voluntary, and non-renewal turnover. Discussion regarding high turnover rate at the Middle School, turnover rate throughout district, and a request for annual reporting of this information.

H. Assistant Treasurer Position

Review the history of the Assistant Treasurer position discussions, current status, and next steps.

Jeff Sands explains the laws mandating the requirements for this position. Discussion regarding the lack of response from the post, and the strategy necessary to attract more qualified candidates: offering a stipend rather than an hourly rate due to the sporadic and part time hours required of the position.

Jeff Sands recommends a stipend: minimum of \$100/hour and targeting 40 hours a year. Any hours above the 40 would be paid at the rate of \$100/hour.

Further discussion regarding solutions in attracting more applicants. David Polito states the School Committee can authorize Jeff Sands to post this job listing with the stipend change. If there is still no interest, School Committee can then move forward discussing more creative solutions.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO AUTHORIZE JEFF SANDS TO POST A POSITION FOR AN ASSISTANT TREASURER FOR AN AMOUNT OF MONEY NOT TO EXCEED -- UNDER THE TERMS OF A \$4,000.00 STIPEND AND A SALARY PER HOUR ABOVE THAT AMOUNT.

Jeff Sands states the words “not to exceed” should be stricken. Discussion regarding language of motion and intentions.

Michelle Bailey withdraws the motion currently on the floor.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE JEFF SANDS TO POST, INTERVIEW, AND RECOMMEND A CANDIDATE FOR ASSISTANT TREASURER UNDER THE TERMS NECESSARY TO FIND THAT POSITION.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand.
Unanimously approved by 5 members present.**

I. Finalize Superintendent’s Review

Exhibit G

The entire packet of the superintendent’s review was made available to the School Committee, and can be found in Exhibit G of the [School Committee Packet, pages 112-182](#). David Polito opens the floor for discussion/comments; no further comments. End-of Cycle Summative Evaluation Report is included in pages 112-120.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE SUMMATIVE ASSESSMENT OF DR. MICHAEL HARVEY FOR THE RANKING OF OVERALL PROFICIENT AS PRESENTED IN OUR PACKET IN PAGES 112-120.

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

J. Donations: Hockey Boosters--\$2,000 for User Fee Reduction

Exhibit H

HW Hockey Boosters contributed \$2,000 for the purposes of lowering the 2018/2019 registration fees for High School Hockey Varsity and JV teams (as indicated in 10/11/2018 letter from Elizabeth Collins, chair, as found in the [School Committee Packet, page 112](#)).

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE HAMILTON WENHAM HOCKEY BOOSTERS IN THE AMOUNT OF \$2,000 FOR THE PURPOSE OF REDUCING USER FEES FOR BOYS HOCKEY FOR THE JV AND VARSITY TEAMS FOR THE 2018-2019 SEASON.

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

Thank you to the Hamilton-Wenham Boosters for this generous contribution!

9. Other

Discussion of next School Committee meeting (11/14/2018) and Warrant Sub-Committee meetings (11/07/2018 & 11/20/2018) Survey monkey will be sent out to School Committee members to determine availability for these meetings and ensure quorum.

10. Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 9:37 PM.

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

Respectfully submitted by Mahala Lettvin this 3rd Day of December, 2018.