

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, December 5, 2018 7:00 PM**

Present:

Jeanise Bertrand
David Polito, Chairperson
Gene Lee, Vice Chairperson
Michelle Bailey (late arrival, 7:14pm)
Stacey Metternick, Secretary
Peter Wolczik, Assistant Secretary

Also Present:

Michael Harvey, Superintendent
Jeffrey Sands, Assistant Superintendent

1. Call to Order

7:00pm

David Polito calls the meeting to order at 7:11 pm.

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Approval of Warrants

Present: Jeanise Bertrand, David Polito, Gene Lee, Peter Wolczik

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

The following warrants were approved (7:12pm - 7:22pm):

Voucher #	Amount
2644	\$356,520.55
2645	\$97,752.08
2641	\$775.00
2643	\$78.82
2642	\$18,980.61
1022	\$954,375.91
12	\$4,687.41
1021	\$370,663.22

4. Citizen's Comments

None.

5. Chair's Report

David Polito believes the 12/04/2018 Joint Meeting with the Hamilton/Wenham Boards was successful and productive. He believes that this communication will help the budget process, as it helped to align all boards on the same page.

6. Superintendent's Report

- ALICE training: over 95% district employees completed online portion of certification (those who have not completed are those recently joining the district). The second phase of ALICE training will be the in-person training. Police and Fire department training began on 11/28. Several Wednesday afternoons throughout Winter and Spring will be used to complete in-person training. The Steering Committee is planning the roll out and future trainings.
- 11/20/2018 the Athletic Hall of Fame 2018 banquet was hosted at Myopia Hunt Club. Special thanks to High School teachers and Hall of Fame Committee Members, Joe Maher and Chris Campbell. Dr. Harvey offers his congratulations to the 2018 Athletic Hall of Fame recipients:
 - Generals' Boys' Basketball Team, 1965;
 - Bill Poehler, Boy's Basketball, 1965;
 - Jennifer Winslow Flynn, Volleyball & Basketball, 1989;
 - Susie Herrick Lizotte, Swim and Soccer, 1995;
 - Katie Chen, Track & Soccer, 2000;
 - Coach Dan Kadaris, Football Coach;
 - Coach Cliff Mello, Boys' Soccer & Softball
- Dates to remember:
 - 12/06/2018: The High School will be hosting the National History Day competition tomorrow. Students will present in 1 of 5 categories in this year's topic, Triumph and Tragedy in History, and will be judged by faculty and members of community. This is the first in multi phase process which culminates in a national presentation.
 - Stacey Metternick notes the time has been moved and will be 4:00pm-6:30 pm.
 - 12/13/2018, 6:00pm: High School Winter Arts Show;
 - 12/13/2018, 7:00pm: Winter Band at High School;
 - 12/17/2018, 6:30pm: Elementary Band Concert at Buker Elementary;
 - 12/18/2018: Middle School Band at High School;

7. Consent Agenda

- | | |
|---|-----------|
| A. Minutes from September 26, 2018 | Exhibit C |
| B. Minutes from October 10, 2018 | Exhibit D |
| C. Out of State Ski Trips for 2019 | Exhibit E |
| D. Add Academy of Penguin Hall to HWRHS and MERHS Gymnastics Team | Exhibit F |
| E. Approval of Creation of HWRHS First Robotics Club Student Activity Account | Exhibit G |
| F. Approval of Life Skills Student Activity Account | Exhibit H |

Michelle Bailey requests removal of *Item D: Add Academy of Penguin Hall to HWRHS and MERHS Gymnastics Team.*

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA EXCLUDING ITEM D - ADD ACADEMY OF PENGUIN HALL TO HWRHS AND MERHS GYMNASTICS TEAM (EXHIBIT F); THERE CAN BE NO FURTHER DISCUSSION OF THESE ITEMS.

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.
Unanimously approved by 5 members present.**

Discussion regarding the inclusion of **Academy at** Penguin Hall to the Manchester-Essex Regional High School and Hamilton-Wenham Regional High School Gymnastics Team. Michelle Bailey inquires as to the season this would be taking place (Winter) as well as how many students comprise a gymnastics team. Dr. Harvey states that 10 students would be enough for the team to run, with Jeffrey Sands adding that there are 6 team members required, but ideally there would be 8 to provide coverage. Stacey Metternick points out that The Academy at Penguin Hall is a private school, and mentions that there are questions circulating throughout the MASC listserv. Specifically, Stacey asks if we have approval and how this affects us. Dr. Harvey points out this is part of that process.

Discussion regarding the realized or potential benefits offered by inclusion of the **Academy at** Penguin Hall students in Gymnastics team, including numerous questions and conversations surrounding costs of operating gymnastics team, associated user fees, change in user fee amount for Penguin Hall students, the operating of co-op teams in general, etc. Members continue their discussion, addressing the ethics and morality of inclusion of **Academy at** Penguin Hall in co-op team.

Stacey Metternick asks how long it takes to get approval from MIAA. Dr. Harvey states the Academy at Penguin Hall is already a member of the MIAA, so a simple vote from the HWRSD committee would allow the forms to be sent out tomorrow. Michelle Bailey states she does not recall a vote on the Manchester-Essex co-op. Jeff states his understanding is that there is a one time only vote to form the co-op, and other districts may participate. Include every school committee's approval. David reiterates that **Academy at** Penguin Hall would be added on to a co-op already created. Jeff talks about teams of 2 - the burden at **Academy at** Penguin Hall. Discussion about this with Michelle stating she disagrees. Jeff says he doesn't believe there is anything to lose.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE TABLE
ITEM D - ADD ACADEMY OF PENGUIN HALL TO HWRHS AND MRHS GYMNASTICS
TEAM (EXHIBIT F).**

**MOTION by Stacey Metternick; SECONDED (none)
MOTION FAILS**

Discussion regarding the reasons behind tabling the issue. Michelle Bailey and Stacey Metternick state they would like more information. Further, Michelle states she is uncertain of how the fees work, and would like to know how that process works.

Discussion regarding the use of a motion to table (to handle more pressing business). Peter Wolczik asks how committee would be expected to vote on an issue that lacks information. Jeff reiterates that the set user fees are known, he just does not have this information with him. Discussion regarding how, if approved, the addition of these 2 students would impact participation of Hamilton-Wenham students on the team.

Discussion surrounding details of the gymnastics team.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE
THE CO-OP GYMNASTICS TEAM BETWEEN HAMILTON-WENHAM, MANCHESTER-
ESSEX, AND ACADEMY AT PENGUIN HALL (EXHIBIT F).**

**MOTION BY Michelle Bailey; SECONDED by Jeanice Bertrand.
Approved by 3 members (Jeanise Bertrand, David Polito, Peter Wolczik); Opposed by 3 members (Michelle Bailey, Stacey Metternick, Gene Lee).
MOTION FAILS.**

8. New Business

A. District Assessment Results Presentation

Exhibit I

Peggy McElhinney presents the details contained in the Hamilton Wenham Achievement Data, 11/14/2018 report (as detailed in Exhibit I of the [School Committee Packet, pages 53-122](#)). She states that comparing MCAS scores will lead to misinterpretation due to the change in the testing structure.

ELA results reviewed. Stacey Metternick asks for clarification on the projected statewide results and the different colors used in depiction of Hamilton-Wenham compared to statewide averages. Peggy McElhinney explains the charts (charts developed by state and illustrate 2017 data), and her reason for including it was to demonstrate that HWRSD is outperforming state.

Stacey Metternick asks about the representation that 6th grade is struggling. Members point out the percentage shows “increasing expectation”. Discussion regarding measurements and growth.

Michelle Bailey inquires as to the ELA resources and improvements planned. Peggy McElhinney states the we tackled science first because of the apparent struggle in that area, then math which was next most needed area. ELA is coming up because the District always wants to be improving.

Stacey Metternick asks if any data for cohorts is compared to data from MCAS tests in comparable districts. Peggy McElhinney focuses on HW District, but states this information is publically available: http://profiles.doe.mass.edu/mcas/achievement_level.aspx?linkid=32&orgcode=06750000&orgtypecode=5&fycode=2018. Peggy McElhinney explains the website, data included, and where HW stands.

Math results reviewed, which, on average are about 15 percentage points above the state, lower than ELA results which averaged 21 points above the state.

Overview of math curriculum change, which was implemented this year. Elementary curriculum, Investigations, is highly rated with a focus on getting kids to think like mathematicians. Middle School curriculum, Open Up, had perfect ratings from a consumer reporting report. All the teachers have stated it is an immense improvement, from lesson to lesson and chapter to chapter it all spirals for students to very much engage in math in different ways through continuous review. We expect to see a dip in data, however, this learning curve is embedded in expectations. Peggy McElhinney reviews scores.

Science results reviewed, with overall 64% advanced/proficient, which is above the statewide average. Reviews grade level MCAS scoring compared to state. Peggy mentions that new curriculum was introduced in the middle school. Stemscores have been introduced, and revised for this school year, which teachers report is an improvement. The spiraling nature of the curriculum proves difficult when gauging results, as the curriculum needs to be consistent for a full 3 years before reliable data is produced.

David Polito advocates for his 11 year old daughter, who claims there is far too much writing in the science program.

Discussion regarding writing involved in new curriculum. Michelle Bailey asks what happens if students do not pass 9th grade biology, with Peggy McElhinney explaining the process involving a retest.

Review of **Professional Development** including MCAS Data Days, extensive professional development in the new math resources (workshops, webinars, online/ in-person graduate courses, TERC full-day workshop, Wednesdays include grade level planning time).

New Massachusetts Accountability System (slides from MA DESE and CSDN presentations) review. The three level system no longer exists, now schools are either needing assistance or not. None of our schools are in need of assistance currently.

Review of the issue of chronic absenteeism. We are revising the process and letters we send home to parents, to increase communications and accountability. It is crucial to increase attendance.

Dr. Harvey notes that this issue came up last Friday at the Superintendent's meeting. He learned that other superintendents are having similar problems. Discussion regarding state laws, other district's policies, and overall impact and issues with absenteeism.

Peggy McElhinney reviews variables and indicators, specifically the unclear indicator of "selected rigorous courses" determining the ranking. It is unclear as to what data is being collected for this indicator, given that the District suffered a bit with this indicator.

Review of **normative components, criterion-referenced component, and the lowest performing students cohort model**. Review of these components in determining the points allotted to district. These numbers are used to determine whether a school is either "meeting" or "partially-meeting" category.

Review of categorization of schools, with Peggy McElhinney explaining Hamilton-Wenham is overall in the range that the state would like to see. Discussion regarding the new system including services provided, following up with state for clarification on certain areas of confusion, and the general status of Hamilton Wenham in the New Massachusetts Accountability System.

B. Designer Services Recommendation: Winthrop Sprinkler Project Exhibit J
Jeff Sands reads the 11/29/2018 letter to School Committee (Exhibit J of the [School Committee Packet, page 137](#)). In the letter, Jeff Sands provides an overview of the Winthrop Sprinkler project, and his recommendation that the District enter into a contract with Richard D. Kimball for Designer Services which includes a total engineering fee of \$103,330. Jeff elaborates that this is a culmination of years of work.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVES THE DISTRICT CPO'S RECOMMENDATION TO ENTER INTO A CONTRACT WITH RDK FOR DESIGNER SERVICES IN CONNECTION WITH THE FIRE PROTECTION SYSTEM INSTALLATION AND FIRE ALARM SYSTEM UPGRADE AT THE WINTHROP ELEMENTARY SCHOOL WHERE THE TOTAL ENGINEERING FEE IS \$103,330. THE CONTRACT WITH RDK SHALL BE COMPLIANT WITH THE REQUIREMENTS OF THE DESIGNER SELECTION LAW (M.G.L C.7C) AND SHALL HAVE BEEN REVIEWED BY COUNSEL. THE SCHOOL COMMITTEE CHAIR SHALL SIGN THE CONTRACT ON BEHALF OF THE SCHOOL COMMITTEE AND A PRINCIPAL OF RDK SHALL SIGN ON BEHALF OF RDK.

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

C. FY19 Financial Forecast

Exhibit K

Jeff Sands reviews the FY19 Operating Expense Forecast as of November 26, 2018 for presentation to the School Committee on December 5, 2018, as detailed in Exhibit K of the [School Committee packet, pages 125 - 127](#). Jeff points out that 31% of the school year is complete, and with the majority of the school year still ahead, the forecast is likely to change.

- Summary by DESE Budget Category

D. October 1 Enrollment Report

Exhibit L

As detailed in Exhibit L and L1 of the [School Committee Packet, page 128-136](#), Jeff Sands provides an overview:

- Discussion regarding out-of-district enrollment, placement, and tuition costs.
- Jeff explains the rigorous process of the budget development, with members expressing concern over not knowing students were leaving the district.
- There will be a detailed presentation on this out of district placement in the future
- Total student enrollment, by school/grade, 6 year trends (page 136). Jeff speaks of the data in this spreadsheet, indicating an overall decrease in enrollment.
- Resident enrollment by town as of 10/26/18 (page 131) overview, with enrollment numbers impacting the budget.
 - Discussion: graduating classes, kindergarten classes, school choice (1st year of opening school choice to middle school, with a hope that in the second year offers an increase in enrollment), etc.

Dr. Harvey presents information:

- Overview of elementary class sizes of October 1, 2018 (page 128);
- High School class sizes 2018 (page 129);
- Middle School class sizes 2018 (page 130);
 - Michelle Bailey asks about residents not attending HW District schools. Jeff Sands states that Wenham currently has 116 students attending private school and 9 homeschooled, and Hamilton has 202 students attending private school and 40 homeschooled. This amounts to a total of 218 students attending private school, and 49 homeschooled in the district. In addition, there are 24 students who attend Essex Tech, 1 student attending a charter school, and 15 school-out students.
 - This amounts to more than 20% of the resident students not attending one of the district's schools.
 - Discussion regarding further implications of enrollment, additional data, etc.

E. Longmeadow Update

Exhibit M

Dr. Harvey provides a summary of the past meetings: 11/27/2018 meeting with Jim Farnham, owner of #1 Longmeadow Way; 11/28/2018 meeting with Andrew DeFranza, Executive Partner with Harborlight Community Partners.

Recommended next step would be to schedule an Executive Session of the School Committee (next meeting 12/19/2018) under purpose 6 to discuss potential purchase of the Longmeadow Properties by the District. The Executive Session will be on the agenda for next meeting, 12/19/2018, scheduled earlier in the meeting rather than later.

F. Superintendent's Goals for 2018-2019

Exhibit N

Dr. Harvey reviews the district improvement goals for the 2018-2019 school year, including the associated strategic blueprint initiative, actions & timeline to work towards the goal, benchmark/products, and evaluation indicators addressed (standards):

Goal 1: Work with the Director of Curriculum, Assessment and Instruction and Elementary and Middle School Principals to ensure all students in Grades K-8 have access to instruction in the Massachusetts Standards for Mathematics Instruction.

- Working to change culture of how test results are received and discussed. Grade level teams of teachers will spend about a half of a day reviewing test results to determine curriculum issues, what works, what needs, improvements, etc.

Goal 2: Build the Capacity of HWRSD Administrators to Faithfully Implement the DESE's Educator Evaluation System.

- Work focused on new rubric and new standards for teachers to understand. We reworked teacher evaluation website page, giving teachers a FAQ, overview, all forms and timelines are in one accessible spot.
- We would like to work on further collaboration with DESE to implement shared walk through programs.

Goal 3: Develop new Strategic Blueprint Document to guide the HWRSD's Improvement Efforts for the next five years.

- This will likely take longer than January (as initially anticipated). Dr. Harvey is hoping that the new blueprint will be completed in March/April.
- Dr. Harvey explains that although the Blueprint is not required by law or governing agency, it is a best practice.

Goal 4: Implement ALICE Crisis Response Protocols to ensure student and staff are using the most current practices regarding school safety.

- Students will be trained after the staff training is complete
- Revise safety manual to include ALICE certified information. Steering Committee will then review, and principals would implement throughout schools.
- Revise Crisis Response Protocols with ALICE procedure.

G. Set Superintendent's Salary for FY19 (moved to 12/19/18 executive session)

H. Discuss Superintendent's Contract (moved to 12/19/18 executive session) Exhibit O

I. Donations Exhibit P

- Class of 1968 (50th Reunion) \$500 for High School Library/Technology Exhibit P1

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE CLASS OF 1968 IN THE AMOUNT OF \$500.00 FOR THE PURPOSE OF THE HIGH SCHOOL LIBRARY/TECHNOLOGY.

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

Thank you to the Hamilton-Wenham Class of 1968 for this generous contribution!

- Friends of HWRHS/MRMS \$750 for 8th Grade Freedom Trail Trip Exhibit P2

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF HWRHS/MRMS IN THE AMOUNT OF \$750.00 FOR THE 8TH GRADE FREEDOM TRAIL TRIP.

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

Thank you to the Friends of HWRHS/MRMS for this generous contribution!

- Boys' Basketball Boosters \$1400 for .5 Asst. Coach

Exhibit P3

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE BOYS' BASKETBALL BOOSTERS IN THE AMOUNT OF \$1,400.00 FOR THE PURPOSE OF STAFFING A .5 ASST. COACH.

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

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

- First Robotics Grants-\$4000 from First Robotics and \$11000 from HW EdFund

Exhibit P4

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATIONS FROM FIRST ROBOTICS IN THE AMOUNT OF \$4,000.00 AND FROM THE HW EDFUND IN THE AMOUNT OF \$1,100.00 FOR FIRST ROBOTICS GRANTS.

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

Thank you to the First Robotics and HW EdFund for these generous donations! And thank you to EdFund for their continuous support of our schools.

- Cell Signaling Education in Science Grant for purchase of Pasco Gas Sensors-\$1200

Exhibit P5

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE CELL SIGNALING EDUCATION IN SCIENCE GRANT IN THE AMOUNT OF \$1,200.00 FOR THE PURPOSE OF THE PURCHASE OF PASCO GAS SENSORS.

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

Thank you to the Cell Signaling Education in Science Grant for this generous grant!

9. Other

A. Topics for Next Meeting

- School Choice
- Budget Presentation: Forecast
- Executive Session to cover Longmeadow, Superintendent Salary, Superintendent Contract
- DECA students presentation
- Update - changes in school handbook

10. Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 9:55 PM.

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

Respectfully submitted by Mahala Lettvin this 8th Day of January, 2019.