

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, December 19, 2018 6:30pm**

Present:

- Kerry Gertz
- David Polito, Chairperson
- Gene Lee, Vice Chairperson
- Michelle Bailey
- Stacey Metternick, Secretary (late arrival: 6:44pm)
- Jeanise Bertrand (late arrival: 6:39pm)
- Peter Wolczik, Assistant Secretary (late arrival: 6:52pm, after adjourning to Executive Session)

Also Present:

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

1. Call to Order

6:30pm

David Polito calls the meeting to order at 6:32 pm.

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Approval of Warrants

Present: Kerry Gertz, David Polito, Gene Lee, Michelle Bailey

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

The following warrants were approved:

Voucher #	Amount
2648	\$23,398.43
2647	\$71.03
2646	\$369.00
1023	\$768,256.04
1024	\$66,341.93
13	\$7,007.89
2650	\$88,997.20
2649	\$210,150.28

4. Adjourn into Executive Session for the Purpose of (6:45pm):

- a. Conducting negotiations with the Superintendent regarding 2018-2019 salary (Executive Session Purpose #2)
- b. Discussing strategy relative to the Superintendent's Contract (Executive Session Purpose #2)
- c. Considering the purchase of Numbers 1, 3, & 5 Longmeadow Way, Hamilton, MA. An Executive Session is necessary because discussion in open session may be detrimental to the School Committee's Negotiating Position. (Executive Session Purpose #6)
- d. Return to Open Session (7:45pm)

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ADJOURN INTO EXECUTIVE SESSION TO DISCUSS CONDUCTING NEGOTIATIONS WITH THE SUPERINTENDENT REGARDING 2018-2019 SALARY (EXECUTIVE SESSION PURPOSE #2); DISCUSSING STRATEGY RELATIVE TO THE SUPERINTENDENT'S CONTRACT (EXECUTIVE SESSION PURPOSE #2); CONSIDERING THE PURCHASE OF NUMBERS 1, 3, & 5 LONGMEADOW WAY, HAMILTON, MA. AN EXECUTIVE SESSION IS NECESSARY BECAUSE DISCUSSION IN OPEN SESSION MAY BE DETRIMENTAL TO THE SCHOOL COMMITTEE'S NEGOTIATING POSITION. (EXECUTIVE SESSION PURPOSE #6) AND TO RETURN TO OPEN SESSION.

MOTION by David Polito; SECONDED by Jeanise Bertrand

Stacey Metternick: Yes

Michelle Bailey: Yes

Gene Lee: Yes

David Polito: Yes

Jeanise Bertrand: Yes

Kerry Gertz: Yes

MOTION carried unanimously by roll call vote of 6 members present.

School Committee returns to open session at 8:07 pm.

5. Citizen's Comments

None.

6. Chair's Report

None.

7. Superintendent's Report

Letter from MSBA regarding SOI for Cutler School

Exhibit A

The MSBA decided not to move Cutler School's project forward. District is encouraged to submit future proposals and pursue opportunities.

9/10/2018 roundtable meeting of superintendents: Dr. Harvey reports that congressman is interested in hearing from districts about the issues schools face.

Merry Christmas and Happy New Year. Students will be dismissed at the regular time on 12/21/2018, and schools will reopen at the regularly scheduled times on 01/02/2019.

8. Consent Agenda

- | | |
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| A. Minutes of October 24, 2018 | Exhibit B |
| B. Field Trip Request-DECA International Conference | Exhibit C |
| C. Field Trip Request-DECA State Conference | Exhibit D |
| D. Field Trip Request-Choir to Disney | Exhibit E |

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA- MINUTES OF OCTOBER 24, 2018, FIELD TRIP REQUEST- DECA INTERNATIONAL CONFERENCE, FIELD TRIP REQUEST-DECA STATE CONFERENCE, FIELD TRIP REQUEST-CHOIR TO DISNEY; THERE CAN BE NO FURTHER DISCUSSION OF THESE ITEMS.

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

9. New Business

A. Fall 2018 Athletic Team Recognition

Craig Genualdo introduces the three teams receiving recognition this evening: (1) Football; (2) Girls' Cross Country, (3) Golf.

Coaches, captains, and team members speak to the School Committee about the importance of athletic teams and the impact on their lives.

B. Approval of Advertisements in Boys' and Girls' Basketball Programs

Exhibit F

Lisa Fibbe, Hamilton-Wenham Girls' Basketball Booster President, appears asking the School Committee for permission to include advertisement in this year's rosters.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE ADVERTISING REQUEST FOR THE BOYS AND GIRLS BASKETBALL PROGRAMS AS SHOWN IN EXHIBIT F.

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

C. DECA Students to update on Program

Lauren Verge, Vice President of DECA club: Introduction to presentation;
Eli Leonard: What's involved with DECA;
Valerie Wise: How DECA helps students;
Julia Putnam: DECA this past year;
Emily **Vanderwilden** DECA speaker series;

Laura Wheeler, advisor for the DECA club, offers thanks to the School Committee and Dr. Harvey for the support of this program.

D. Superintendent's Recommended FY20 Budget

Exhibit G

Review of the Superintendent's Recommended FY20 Budget as detailed in pages 47- 59 in the [School Committee Packet](#).

- Slide 1: HWRSD Budget Process Overview

Jeff Sands clarifies that the recommendation starts the process of communication and collaboration to lead to a budget approval. Looking for the School Committee's feedback and details requested.

- Slide 2: FY 20 Budget Superintendent's Recommendation
 - Level Service;
 - OPEB Trust Fund;
 - School Resource Officer.

The above (level service + OPEB + SRO) translates into spending increase in our gross operating expenses of \$1,975,703 or 6.19% of the FY19 budget.

- Slide 3: FY20 Budget: Level Service: Key Assumptions
 - Salary costs;
 - Operating Costs;
 - Debt Service Expense (middle school high school expense).
- Slide 4: FY 20 Budget - Primary Drivers: Level Service + OPEB + SRO: Gross operating expense budget
 - Main drivers include: all staff COLAs and STEPs, teacher degree changes, out-of-district tuitions, OPEB, School Resource Officer, essex retirement pension fund appropriation, in district transportation, insurance premiums, healthcare costs, net all other operating expenses. Jeff reviews each driver item and the net costs that may have impacts;
 - Total from above drivers equates to \$2,176,543;
 - Jeff Sands states that this is a macro level presentation this evening, and will provide more detailed information after the return from break.
- Slide 5: FY20 Budget - Expense Category Analysis: Legal Service + OPEB + SRO: Gross Operating Expense Budget
 - Jeff reviews the larger categories including out-of-district tuition that contribute significantly to the FY20 gross expenses;
 - Discussion regarding transportation, projections from Jeff (recommendations based on what Jeff believes should be budgeted)
- FY20 Budget - District Totals: Net Operating Expense Budget
 - School choice is second largest offset - \$385,000 for school choice reimbursement;
 - Tuition;
 - Largest offset is circuit breaker.
- FY20 Budget - District Totals: Net Assessment Budget
 - Funding Sources: Jeff details the funding sources;
 - Net assessment increase 5%, or \$1.5 million. Follow regional school calculations, yielding 4.1 % increase in Hamilton, 6.9% increase in Wenham.

Stacey Metternick asks for more information about the School Resource Officer. Jeff Sands explains that the two chiefs are attending the next School Committee meeting to speak about this role and handle any questions or concerns.

Michelle Bailey asks for actuals from FY18.

Stacey Metternick asks for more information about the out-of-district costs, with Jeff Sands stating Stacy Bucyk will be presenting more information to the School Committee on 01/02/2019.

Discussion: technology being built into budget

Review topics for next meeting (listed at end of minutes herein).
Review FY20 Budget Calendar, 01/02/2019 and beyond.

E. Approve SY 2019-2020, 2020-2021 Calendars

Exhibit H1-H2

Discussion regarding calendar including Labor Day, holiday versus vacation day, no homework times, parent teacher conference scheduling, etc.

Michelle Bailey proposes 2019 parent teacher conferences be held on 10/31 and 11/05 or 11/07.

Discussion regarding elementary parent teacher conferences and scheduling issues.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT CHANGE THE SCHOOL CALENDAR FOR 2019/2020 TO REFLECT A FULL DAY INSTEAD OF A HALF DAY ON DECEMBER 20 2019.

**MOTION by Jeanise Bertrand; SECONDED by Kerry Gertz.
Approved by 4 members; with David Polito, Stacey Metternick, and Peter Wolczik opposing.**

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT ACCEPT THE 2019-2020 CALENDAR WITH THE EXCEPTION OF MAKING THE 20TH A FULL DAY INSTEAD OF A HALF DAY, AND ACCEPT THE 2020-2021 SCHOOL CALENDAR AS IS.

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

F. Set Superintendent's Salary for 2018-2019

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE INCREASE THE SUPERINTENDENT, DR. MICHAEL HARVEY'S SALARY TO \$188,562.00 IN ACCORDANCE TO THE TERMS AND CONDITIONS OF HIS CONTRACT.

**MOTION by Gene Lee; SECONDED Kerry Gertz.
Approved by 6 members, with 1 member abstaining.**

G. Warrant for SC Nomination Papers

Exhibit I

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE POST PURSUANT TO 1D OF THE REGIONALS SCHOOL DISTRICT TO POST ADVERTISEMENT AS SHOWN IN EXHIBIT I.

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

H. Report on Student Handbook Changes

Exhibit J

Dr. Harvey reviews the substantial changes made to the student handbooks:

- Cell phone usage policy;
- Language surrounding health services/ mandatory health screenings;
- Revise language around credit recovery, online courses that function similarly to summer school.

Michelle Bailey asks about vaping and specificities about drug use, tobacco use, handbook coverage of vaping etc.

Michelle Bailey asks about biliteracy.

Peter Wolczik asks who determines whether academic integrity was violated, with Dr. Harvey stating that this is generally determined by the teacher.

Jeff Sands notes the word “policy” is incorrectly used in section on academic integrity, as the word policy should only be used when coming from the School Committee.

No motion is needed; Dr. Harvey will make a note of the word “policy” and pursue.

I. Donations:

Exhibit K

- *Girls' Basketball Boosters – .5 Assistant Coach \$1,400.00*

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

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

Thank you to the Girls' Basketball Boosters for this generous donation!

- *Girls Basketball- Comparato Family \$600.00*

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE GIRLS' BASKETBALL COMPARATO FAMILY IN THE AMOUNT OF \$600.00 TO GO TO THE SHOOTER WARM UP SHIRTS.

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

Thank you to the Girls' Basketball Comparato Family for this generous donation!

- *The Friends of Winthrop \$310.00*

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF WINTHROP IN THE AMOUNT OF \$310.00 FOR BUS TRANSPORTATION TO THE CHRISTMAS CAROL.

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

Thank you to The Friends of Winthrop for this generous donation!

- *Fine Arts Auction-Winner Curt Alexander \$2,500.00*

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM FINE ARTS AUCTION-WINNER CURT ALEXANDER IN THE AMOUNT OF \$2,500.00 FLORIDA CONDO.

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

Thank you to Curt Alexander for this generous gift!

- *Hockey Boosters \$2,000.00*

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE HOCKEY BOOSTERS IN THE AMOUNT OF \$2,000.00 TO HELP DEFRAY THE COSTS OF USER FEES.

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

Thank you to The Hockey Boosters for this generous donation!

10. Other

- A. Committee Reports
- B. Report on MASC Conference

Jeanise Bertrand reports that there was a discussion on new start times to invert elementary schools and high school start times. There was a great deal of research to show benefits of doing so. Jeanise also attended a class on accountability, which she will upload to dropbox. Jeanise heard a presentation on the new Beverly elementary school, with positive news on makerspace. Went to general session on the future of MCAS.

Michelle Bailey inquires as to the voting issues, as Jeanise was sent as delegate. Jeanise does not have the report with her, but provides general summary of vote, stating that the transgender discussion was polarized and amended multiple times on the floor. Dr. Harvey states the voting results are listed on the website.

- C. Capital Planning-Finance & Turf Field

Stacey Metternick states unanticipated topics came up; status update to come.

- D. Negotiations

No update.

- E. Policy

Discussion: MASC status update.

11. Topics for Next Meeting

- School resource officer (SRO) recommendations;
- Out of District Placements and Tuition costs;
- OPEB Trust Fund Recommendations;
- Updated Capital Improvement Project List (Capital Planning Subcommittee Recommendations);
- Adopt Tentative FY20 Budget;
- Stacey requests cases for out of district, even if redacted. Mike says that Stacy Bucyk will be providing a breakdown, and Dr. Harvey will not be able to provide this by next meeting.

12. Adjourn

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN
AT 10:03 PM.**

**MOTION by Michelle Bailey; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

Respectfully submitted by Mahala Lettvin this 9th Day of January, 2019.