



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

PUBLIC HEARING ON FY20 BUDGET & SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Wednesday, January 16, 2019

6:30 PM

1. Call to Order 6:30
2. Public Hearing on FY20 Budget Exhibit A
3. Pledge of Allegiance
4. Approval of Warrants
5. Citizens' Comments
6. Chair's Report
7. Superintendent's Report
8. Consent Agenda
 - a. Field Trip-Model UN > Cambridge MA Exhibit B
9. New Business
 - a. Student Government Presentation
 - b. District Financing Administrative Matters—Rescind Authorized but Unissued Borrowing Balance (Hilltop Securities) Exhibit C
 - c. Winthrop Sprinkler Project Financing (Hilltop Securities) Exhibit D
 - d. Assistant Treasurer Recommendation Exhibit E
 - e. FY19 Budget Recommendation Exhibit F
 - FY20 Salary Analysis Breakdown
 - Summary of Administrator requests not included in the FY20 Budget Recommendation
 - Capital Projects Prioritization
 - f. Cutler and Winthrop SOI 2019 Submissions Exhibit G
 - g. Update on School Committee Goals Exhibit H
 - h. Donations Exhibit I
 - i. Establishment of Scholarship- Adam Snavelly, MD Memorial Scholarship Exhibit J
10. Committee Reports
 - a. Policy-Legislative
 - b. Capital Planning-Finance & Turf Field
 - c. Student Rep.
 - d. Other-School Liaisons Updates
11. Other
 - a. Topics for next meeting
12. Vote to Adjourn 9:30

David Polito, Chairperson HWRSC

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.



FY20 Superintendent's Budget Recommendation
School Committee Public Hearing
January 16, 2019

Prepared by:

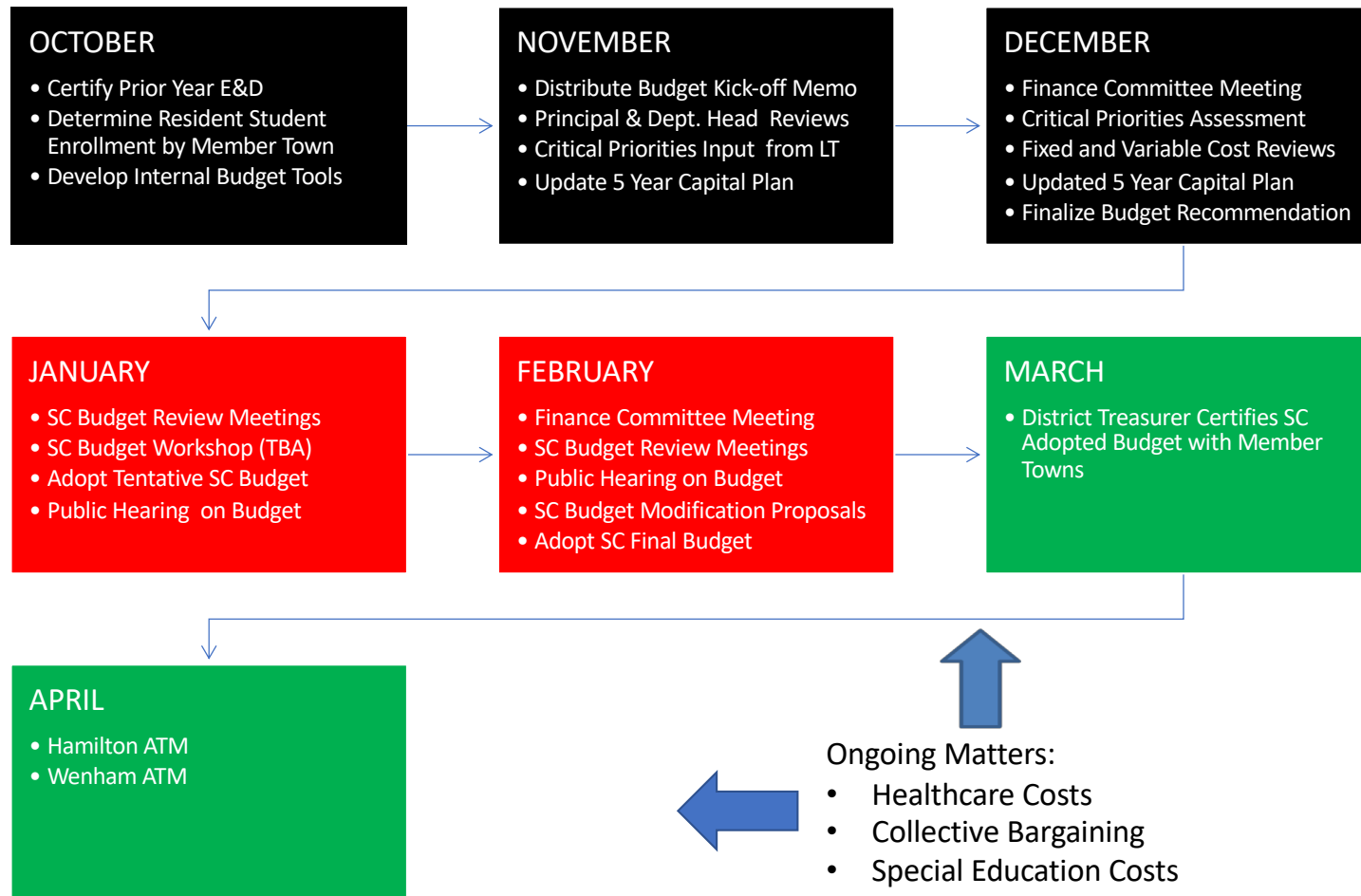
Michael M. Harvey, Ed.D., Superintendent of Schools

Jeffrey D. Sands, Assistant Superintendent of Schools

Vincent Leone, Director of Accounting & Payroll



HWRSD Budget Process Overview





FY20 Budget *Superintendent's Recommendation*

Level Service

+

OPEB Trust Fund (OPEB)

+

School Resource Officer (SRO)

What Does “Level Service” Mean?

Level Service is a continuation of the current services, activity, and programs of the District.

For FY20, Level Service + OPEB + SRO translates into a spending increase in our Gross Operating Expenses (after Offsets) of \$1,975,703 or 6.19% versus the FY19 Budget.



FY20 Budget – Expense Category Analysis

Level Service + OPEB + SRO: Gross Operating Expense Budget

Expense Category	FY20 Gross Expenses		FY19 Gross Expenses		VS PR YR	
	Tot \$	% of Tot	Tot \$	% of Tot	Chg \$	Chg %
Salaries	\$ 21,492,585	60.9%	\$ 20,817,994	62.9%	\$ 674,591	3.2%
Out-of-District Tuition	\$ 3,775,296	10.7%	\$ 2,878,510	8.7%	\$ 896,786	31.2%
Healthcare	\$ 2,811,920	8.0%	\$ 2,613,760	7.9%	\$ 198,159	7.6%
In-District Transportation	\$ 828,880	2.3%	\$ 765,820	2.3%	\$ 63,060	8.2%
Essex Retirement	\$ 986,641	2.8%	\$ 908,291	2.7%	\$ 78,350	8.6%
Utilities	\$ 563,248	1.6%	\$ 587,160	1.8%	\$ (23,912)	-4.1%
Facilities, Maintenance & Custodial (non-salary)	\$ 560,525	1.6%	\$ 576,025	1.7%	\$ (15,500)	-2.7%
Technology (non-salary)	\$ 619,751	1.8%	\$ 614,437	1.9%	\$ 5,314	0.9%
Special Education Transportation	\$ 639,669	1.8%	\$ 614,696	1.9%	\$ 24,973	4.1%
Other Fringe (Medicare, SS, Unemployment, 403B)	\$ 437,308	1.2%	\$ 419,512	1.3%	\$ 17,796	4.2%
Substitute Teachers	\$ 221,750	0.6%	\$ 221,750	0.7%	\$ -	0.0%
School Materials, Supplies & Textbooks	\$ 336,303	1.0%	\$ 445,904	1.3%	\$ (109,601)	-24.6%
Athletics (non-salary)	\$ 441,168	1.3%	\$ 415,698	1.3%	\$ 25,469	6.1%
District Insurance (Property, Liability & WC)	\$ 227,514	0.6%	\$ 209,464	0.6%	\$ 18,049	8.6%
OPEB Trust Fund	\$ 250,000	0.7%	\$ -	0.0%	\$ 250,000	#DIV/0!
School Resource Officer (SRO)	\$ 73,000	0.2%	\$ -	0.0%	\$ 73,000	#DIV/0!
All Other	\$ 1,008,851	2.9%	\$ 1,008,844	3.0%	\$ 8	0.0%
Totals:	\$ 35,274,408	100.0%	\$ 33,097,866	100.0%	\$ 2,176,543	6.6%



FY20 Budget – District Totals

Level Service + OPEB+SRO: Net Operating Expense Budget

General Fund Operating Expenses					
	FY18 BUD	FY19 BUD	FY20 BUD	Difference	
Operating Expense - Gross, before offests & Overlays	\$ 31,403,624	\$ 33,097,866	\$ 35,274,408	\$ 2,176,543	6.58%
Expense Offsets					
	FY18 BUD	FY19 BUD	FY20 BUD	Difference	
<i>Recurring Offsets</i>					
School Choice	\$ 265,000	\$ 265,000	\$ 385,000	\$ 120,000	45.3%
Preschool Tuition	\$ 72,648	\$ 72,648	\$ 72,648	\$ -	0.0%
Special Needs Tuition	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Facilities Rental	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
Circuit Breaker Offset	\$ 864,160	\$ 864,160	\$ 945,000	\$ 80,840	9.4%
	\$ 1,203,808	\$ 1,203,808	\$ 1,404,648	\$ 200,840	16.7%
<i>One-Time Offsets</i>					
Other Revolving Accounts	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Offsets	\$ 1,203,808	\$ 1,203,808	\$ 1,404,648	\$ 200,840	16.7%
NET OPERATING BUDGET	\$ 30,199,816	\$ 31,894,058	\$ 33,869,760	\$ 1,975,703	6.19%



FY20 Budget – District Totals

Level Service + OPEB + SRO: Net Assessment Budget

Total Expenses					
	FY18 BUD	FY19 BUD	FY20 BUD	Difference	
General Operating Expense (Before Offsets)	\$ 31,403,624	\$ 33,097,866	\$ 35,274,408	\$ 2,176,543	6.58%
Expense Offsets	\$ 1,203,808	\$ 1,203,808	\$ 1,404,648	\$ 200,840	16.68%
General Operating Expenses (After Offsets)	\$ 30,199,816	\$ 31,894,058	\$ 33,869,760	\$ 1,975,703	6.19%
Debt Service Expense	\$ 2,092,860	\$ 2,115,275	\$ 398,372	\$ (1,716,903)	-81.17%
TOTAL EXPENDITURES	\$ 32,292,676	\$ 34,009,333	\$ 34,268,132	\$ 258,799	0.76%
Total Funding Sources					
	FY18 BUD	FY19 BUD	FY20 BUD	Difference	
<i>Revenues</i>					
Chapter 70-Base Aid	\$ 3,554,656	\$ 3,606,706	\$ 3,659,749	\$ 53,043	1.5%
MSBA Debt Service Reimbursement	\$ 1,132,065	\$ 1,132,065	\$ -	\$ (1,132,065)	-100.0%
State Transportation Reimbursement	\$ 340,686	\$ 330,837	\$ 385,868	\$ 55,031	16.6%
Medicaid Reimbursement	\$ 85,000	\$ 150,000	\$ 175,000	\$ 25,000	16.7%
Interest Income	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%
Total Revenues	\$ 5,116,407	\$ 5,223,608	\$ 4,224,617	\$ (998,991)	-19.1%
<i>Transfers In From Other Funds</i>					
Excess and Deficiency	\$ 568,821	\$ 347,218	\$ 147,396	\$ (199,822)	-57.5%
Total Transfers	\$ 568,821	\$ 347,218	\$ 147,396	\$ (199,822)	-57.5%
Total Funding Sources	\$ 5,685,228	\$ 5,570,826	\$ 4,372,013	\$ (1,198,813)	-21.5%
Total Expenditures	\$ 32,292,676	\$ 34,009,333	\$ 34,268,132	\$ 258,799	0.8%
Less Total Funding Sources	\$ 5,685,228	\$ 5,570,826	\$ 4,372,013	\$ (1,198,813)	-21.5%
NET ASSESSMENT including Debt Service	\$ 26,607,448	\$ 28,438,507	\$ 29,896,119	\$ 1,457,612	5.1%
Total Town Assessments					
	FY18 BUD	FY19 BUD	FY20 BUD	Difference	
Hamilton	\$ 17,401,271	\$ 18,385,495	\$ 19,148,464	\$ 762,970	4.1%
Wenham	\$ 9,206,177	\$ 10,053,012	\$ 10,747,655	\$ 694,643	6.9%
NET ASSESSMENT including Debt Service	\$ 26,607,448	\$ 28,438,507	\$ 29,896,119	\$ 1,457,612	5.1%

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham Regional High School Date Submitted: January 3, 2019
 Faculty Sponsor: Kristen Borges Position: 6-12 Social Studies Curriculum Leader

I. Trip Information:

Check (✓) one:

- ☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: _____
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: _____
☐ Athletics - Sport: _____
☒ Overnight Trip - In-state - ☐ Academic ☒ Extracurricular - Destination: Mt Model UN Conference
☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: Cambridge, MA
☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: _____
☐ International Trip (extracurricular only) - Destination: _____

Departure Date: Feb. 8, 2019 Time: 1:27 pm Return Date: Feb. 10, 2019 Time: 2:20 pm
 Number of Students Eligible: 20 Class/Group: Model UN
 Faculty Sponsor: Kristen Borges
 Other Faculty/Staff chaperones: Anne Page
 Other chaperones: _____
 Mode of Transportation: Commuter Rail and Subway Number: 1
 Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost: <u>\$10.00</u>	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges: <u>\$20.00</u>	7. Other Sources of Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Lodging & meals cost: <u>\$145.00</u>	8. Amount Available: \$ <u>As Need Basis</u>
4. Other (specify): _____	9. Are Student Activity Funds being used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Total student cost: <u>\$225.00</u>	10. If yes, amount bring used: \$ _____

III. Attachments

1. Copy of Parent Letter with meeting date: <input checked="" type="checkbox"/>	5. Travel Costs & Refund Policy: _____
2. Itinerary: <input checked="" type="checkbox"/>	6. Travel Insurance Policy (if applicable): <u>N/A</u> Cost: _____
3. Security features for transportation & accommodations: <input checked="" type="checkbox"/>	7. Pre and Post Trip Activities: _____
4. Arrangements for meals and lodging: <input checked="" type="checkbox"/>	8. Other Descriptive Information: _____

IV. Approvals

Department Chairperson or Field Trip Requestor: Kristen Borges Date: 1/3/2019
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 1/4/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

Note: Overnight and Domestic (out-of-state) and international trips require approvals from the Superintendent and Hamilton-Wenham Regional School Committee.

Superintendent: _____ Date: _____

HWRSD Committee Action: Vote - Yes _____ No _____ Abstain _____ Date: _____

Please be sure all the information listed is included with your Field Trip Request for the Approval of the Superintendent & School Committee any incomplete requests will be returned. Refer to our website Policies “School-Sponsored Field Trips” H8015 for the complete policy; this is an excerpt from that policy.

APPROVAL DOCUMENTATION – Domestic and International

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

1. Proposed dates and itinerary.
2. Description of the process that will be used to determine student eligibility.
3. Estimated number of students expected and percentage of eligible students participating.
4. Cost per student (if applicable).
5. Mode of transportation and schedule.
6. Ratio of chaperones/teachers to students
(Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
8. Description of security features for transportation and accommodations.
9. Means of financing.
10. Draft copy of any contract and refund policies associated with the trip.
11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international field trips, the sponsoring faculty member will provide parents a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited.
12. In the case of academic field trips, there must be a description of the educational alternative and mapping of that alternative for students not attending the trip, if applicable.
13. Satisfactory Criminal Offender Record Information (CORI) check of all chaperones is required and must be on file in the Superintendent’s Office.
14. International trips must include a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited.

- Additional information may be requested from the appropriate authority prior to making a decision.

- Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.

DISCIPLINE OF STUDENTS AND FIELD TRIPS – Domestic and International (this must be included on your permission slips for parents/guardians.

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, student conduct will apply and be in effect at all times for academic and extracurricular field trips.
2. If a student violates any Hamilton-Wenham student conduct policies, student handbook rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent’s/guardian’s expense. In addition to being sent home, the individual will be subject to the consequences for the action/infracton upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.
3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips.

January 3, 2019

Dear Parents and Model UN Delegates-

It is time for this year's MIT Model UN Conference in Cambridge over the weekend of February 8-10, 2019. There are a few important things to mention.

Preparation: We are a delegation that prepares and are always on time!
The 3 key elements of a fun conference are: Research, Research, and Research!! If you want to have a blast, know your topic. Otherwise you will be a wall-flower.

Travel: We will travel by train from the Hamilton-Wenham Train Depot to north Station, and then by T to the Boston Marriott Cambridge Hotel.

Train Departure: Friday February 8, 2019 at 1:25 pm.
You will be dismissed at 12:45. Go directly to the lobby for attendance.

Train Arrival: Sunday February 10, 2019 at 2:48 at the Beverly Train Depot
We will depart from North Station at 2:15 pm. Have your ride pick you up at the Beverly Depot. I will need to speak with a parent if a non-parent drives you home.

You will need to cover the cost of your train tickets including the T from North Station to MIT.

Accommodations: We will stay at the Boston Marriott Cambridge Hotel. All committee meetings will take place in the MIT conference rooms which is located directly across the street from the Marriott.

Boston Marriott Cambridge
50 Broadway
Cambridge, MA 02142
Phone # 617.494.6600

We have a long-standing policy of no mixed gender visits in rooms. You must stay in your room after curfew. The MIT staff will monitor the halls all night for our security.

Dress: All sessions require professional style clothing. For example ties, dress pants, jackets, skirts or dresses, shoes, no jeans, no sneakers. The following can be found in the MIT Delegate Guide:

Dress Code

As a simulation of the actual United Nations, MITMUN strives for a professional appearance. Proper and uniform dress is expected of all delegates for the duration of the conference, and will be strictly enforced. Guidelines are as follows:

MEN—must wear a suit or a jacket and dress pants (no jeans or cargo pants) with a dress shirt and tie. Socks and dress shoes must be worn. No hats or caps will be allowed.

WOMEN—must wear a suit, dress slacks or skirt (no jeans or corduroys) with a blouse or sweater, or a dress. Again, dress shoes must be worn. Skirts must be of appropriate length.

We ask that you use judgment when interpreting these rules. “Semiformal” or “business” attire is the rule, which prohibits certain styles of dress, although national and/or religious attire is appropriate. The MITMUN staff has the final word on the dress code; if a staff member feels that a delegate is dressed inappropriately, he or she will ask the delegate to leave committee and change into clothes which comply with the dress code.

Food: There are a number of restaurants located in the immediate vicinity of the hotel, including a food court that is connected to the hotel lobby. Saturday evening after committee, we will all travel to a restaurant chosen by one of our club members to have dinner together as a team before we head back to the hotel for the delegate dance. You are encouraged to bring your own snacks if you want to save on some of the meal costs.

Safety: No delegate is allowed to leave the conference rooms or the Marriott Hotel without getting permission from either Ms. Borges or Ms. Page. No one goes anywhere alone!! Period!! Read the attached Code of Conduct liability waiver carefully. Violations will result in parents being contacted to immediately take the delegate home. MIT’s policy clearly states the entire delegation will be asked to leave the conference if one delegate violates the Code of Conduct.

Free Time: Once the conference starts it does not exist! You are there to work and get your language into the final resolution. Scheduled social time exist to make informal contacts and build alliances by making friends with other delegates.

Dance Reminder: Remember to bring some casual clothes that you can wear to the dance. Again, you are representing Hamilton-Wenham so ALL school rules apply!

Check in with all of your teachers BEFORE you leave for this conference. Make sure you make arrangements for all missed work. You will miss Blocks G and F on Friday.

I look forward to a rewarding long weekend at MIT. I know we will have an excellent time.

I attached a copy of MIT's Code of Conduct. You will need to sign this document agreeing to the terms outlined. **Please complete the attached permission slip and liability form and return it no later than Monday January 21st, 2019.**

If you have any questions please do not hesitate to call my cell phone or email me. I will also have my cell phone with me at the conference if you need to contact your son/daughter while at the conference.

Ms. Borges Cell Phone: 978.500.4933

E-mail: k.borges@hwschools.net

Thank you,



Kristen Borges

Hamilton-Wenham Model UN Club Advisor

Conference Schedule ☺

The following is the schedule for MITMUNC XI 2019, Feb 8–10th

Friday, February 8th

3:00–5:00 PM: Delegation Check-In

5:00–6:00 PM: Opening Ceremonies

7:30PM–9:30 PM: Committee Session I

Sunday, February 10th

9:30–11:30 AM: Committee Session V

11:30 AM–1:00 PM: Lunch Break

1:00 PM: Closing Ceremonies

Saturday, February 9th

9:30AM–12:30 PM: Committee Session II

12:30PM–2:00 PM: Lunch Break

2:00–5:00 PM: Committee Session III

5:00PM–6:30PM: Dinner Break

6:30PM–8:30 PM: Committee Session IV

7:00 PM: Advisor Meeting

9:30 PM–12:00 AM: Delegate Dance

Security Plan for Model UN Trip

Faculty Chaperones: Kristen Borges and Anne Page

- The name of the hotel where we will be staying and information will be provided to parents.

Cambridge Marriott
50 Broadway
Cambridge, MA 02142
Phone # 617.494.6600

- Students are provided with hotel information including phone numbers and address on a card that they must carry with them at all times.
- In case of emergency, MIT and the Cambridge Marriott has 24/7 staff that can be immediately reached.
- All committee meetings will take place in one building on the MIT campus.
- The campus building is located two blocks from the hotel in Kendall Square and students are required to walk to the campus building as a committee with their committee chair.
- Students will be assigned into “families” and will be assigned to a specific chaperone.
 - Every time we move, transition, or need to discuss future plans, students will check in with their chaperones as a “family”.
 - Students are strictly instructed to always remain in groups.
- Each chaperone is a high school faculty members.
- A cell phone list will be generated for all students. The list will include the chaperones’ cell phone numbers and each student’s cell phone numbers.
- Each chaperone’s cell numbers have been shared with the students and parents.
- Strictly enforced curfew will take place each evening.
- Nightly bed checks are done after curfew at hotel.
- The Cambridge Marriott Security and MIT MUN staff will patrol the hotel hallways each night.

MIT MODEL UN CONFERENCE ("MITMUNC")

CODE OF CONDUCT

ALCOHOL & DRUGS

MITMUNC has a zero-tolerance policy towards any form of alcohol or illegal drugs. Absolutely no alcohol or illegal drugs will be permitted in MITMUNC. This includes the usage, possession, storage, sale and/or purchase of alcohol or any illegal substances. Any MITMUNC attendee found violating this policy will be subject to immediate expulsion from the conference without any refund of conference registration fees. Any legal violations may be reported to local authorities.

DRESS CODE

All MITMUNC delegates are strictly required to be dressed in formal Western Business Attire throughout the entirety of the conference. MITMUNC Chairs, Staff, and Secretariat members reserve the right to prevent a delegate to enter MITMUNC conference venues without formal Western Business Attire.

Moreover, MITMUNC delegates are expected to visibly wear their names badges throughout the entirety of the conference. This is to ensure the safety and proper identification of all delegates throughout the conference.

BADGE AND PLACARD REPLACEMENT

MITMUNC provides delegates with name badges and delegation placards at conference registration check-in. It is the responsibility of all delegates to visibly wear this badge throughout the duration of the conference as well as properly carry their placards in committee sessions. MITMUNC delegates are responsible for any replacements of these items. Upon material availability, MITMUNC can provide replacements for badges at \$2 and placards at \$4.

HOTEL GUEST POLICY

MITMUNC attendees staying at the Boston Marriott Cambridge Hotel ("Hotel") will be solely responsible for any acts of vandalism or other damage that may occur in their rooms. In addition, all MITMUNC attendees agree to comply with Hotel policies and Hotel staff instructions.

The aforementioned rules are in addition to those established by federal, Massachusetts, and Cambridge laws and ordinances, participating schools' policies, and common sense. Serious infractions will result in dismissal from the conference of those involved. The Secretary-General and Director-General(s) reserve the right to issue additional rules or to alter existing rules at any time at his discretion.

EXPULSION FROM THE CONFERENCE

The Secretary-General and Director-Generals reserve the right to expel any MITMUNC attendee from the conference at any given time for any violation or failure of compliance with conference rules and regulations, or for any given reason. Upon expulsion, a MITMUNC attendee must surrender all conference registration materials, including but not limited to name badges and placards, to MITMUNC staff.

By registering for MITMUNC, all delegates acknowledge that they have read and agree to MITMUNC policies and rules. Any violation of these will be reviewed on a case-by-case basis, and the offending delegate and/or school of which the delegate is registered under may be subject to penalties including but not limited to: disqualification from awards, removal from conference with no refund, and a ban on any future participation in MITMUNC.

Media Release Form

I (We), the undersigned individual(s), grant the Massachusetts Institute of Technology Model United Nations Conference (MITMUNC), located at 84 Massachusetts Avenue, Cambridge, Massachusetts, USA, the perpetual, non-exclusive, royalty-free right and license to:

- Record my participation and appearance on digital or film photography, video, audio or any other medium (collectively, the Recordings).
- Use my name (or any fictional name), likeness, voice and biographical material and information in connection with these Recordings to be used only in or for MITMUNC written, electronic and web publications, including social media and apps (Purpose).
- Reproduce, distribute, publicly display and/or publicly perform, in print, electronic or any other medium, copies of the Recordings, in whole or in part. Grantor represents that he or she possesses all rights necessary to grant this permission for and in connection with the Purpose.

I am voluntarily making this grant of rights. I further agree to release and forever discharge MITMUNC, its agents, staff and designated representatives from any and all claims in law or equity that I, my heirs or personal representatives have or shall have arising out of Recordings.

This release is governed in accordance with the laws of the Commonwealth of Massachusetts.

Name(s)	Email
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Street	City	State/Province	Country
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MITMUNC affiliation

student-delegate ☐ advisor ☐ staff ☐ other _____

_____ High School affiliation (if you are a student-delegate or advisor)

_____ Major & Year (if you are MITMUNC staff)

Signature	Date
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Consent

I am the parent or guardian of the minor named above and have the legal authority to execute the above release. I approve and waive any rights in this release.

Parent/Guardian Signature (if under 18)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT**(Vote to Rescind Authorized but Unissued Borrowing Balance)**

VOTED, that the \$113,000 unissued balance of the \$930,000 authorized to be borrowed by vote of the Committee on October 24, 2013 to pay costs of replacing the Buker School Heating System, is hereby rescinded and of no further force or effect.

VOTE OF THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE

I, the District Secretary of the Hamilton-Wenham Regional School District, Massachusetts (the “District”), certify that at a meeting of the Regional School District School Committee (the “Committee”) held January 16, 2019, of which meeting all members of the Committee were duly notified and at which a quorum was present, the following votes were passed as indicated below, all of which appear upon the official record of the Committee in my custody:

Voted: to approve the sale of a \$850,000 2.75 percent General Obligation Bond Anticipation Notes (the “Notes”) of the District dated January 24, 2019, and payable January 23, 2020, to Oppenheimer & Co., Inc. at par and accrued interest, if any, plus a premium of \$4,075.00.

_____ yeas _____ nays

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 3, 2019, and a final Official Statement dated January 10, 2019, each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

_____ yeas _____ nays

Further Voted: that the District Treasurer and the Chairperson of the Committee be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

_____ yeas _____ nays

Further Voted: that we authorize and direct the District Treasurer to establish post issuance federal tax compliance procedures in such form as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes.

_____ yeas _____ nays

Further Voted: that each member of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

_____ yeas _____ nays

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerks of each of the member towns of Hamilton and Wenham, Massachusetts (together, the “Town Clerks”) and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal buildings in which the offices of the Town Clerks and the District Secretary are located, or in accordance with an approved alternative method of notice prescribed or approved by the Massachusetts Attorney General as set forth in 940 CMR 29.03(4) at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: January 16, 2019

District Secretary



Jeffrey D. Sands
Assistant Superintendent for Finance & Administration

5 School Street
Wenham, MA 01984

January 10, 2019

Members of the School Committee:

The purpose of this memo is to recommend that Mr. Kevin Mahoney be appointed as the District Assistant Treasurer for the period February 1, 2019 through June 30, 2019. Kevin has over 30 years of experience in Municipal/School Finance including several years of experience as a District Treasurer (see attached resume). The pro-rated stipend amount (see attached job posting) for the balance of the current fiscal year will be \$1,666.65 which covers the first 16.65 hours worked; the stipend will be paid in two equal installments in March 2019 and June 2019. In the event Kevin's hours exceed the 16.65 hour threshold for the current year he would be compensated at a rate of \$100 per hour.

Sincerely,

Jeffrey D. Sands
Assistant Superintendent for Finance and Administration

cc:

Michael Harvey, Superintendent of Schools

Enclosures

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.

Kevin F. Mahoney

51 Phillips Common North Andover, Massachusetts 01845
978-837-8283 kfmahoney@comcast.net

Education

Suffolk University

Boston, Massachusetts

Master of Business Administration

Major: Non-Profit Management

GPA: 3.896

Attended September 2000 to May 2004

Degree conferred May 2004

Northeastern University

Boston, Massachusetts

Bachelor of Science

Major: Business Administration - Accounting

GPA: 2.528

Attended September 1975 to June 1980

Degree conferred June 1980

Experience

Lincoln Sudbury Regional School District

Jul 2018 - Present

District Treasurer

Sudbury, MA

- Maintain custody, management and accounting of all school district funds, insure that all available funds are invested in accordance with MA. General Laws, and disburse funds as authorized by its officers.

Reconcile monthly all bank accounts to the Treasurer's Cash Book and General Ledger.

- Responsible for the cash flow requirements of the school district, both for operating and capital needs to cover all financial obligations.

Supervisor: Sherry Kersey (978-443-9961 x2383)

Experience Type: Public School, Part-time

It is OK to contact this employer

Minuteman Regional High School

Jan 2013 - Present

Assistant Superintendent of Finance

758 Marrett Road, Lexington, MA 02421

- The Assistant Superintendent for Finance reports jointly to the Superintendent and the District School Committee and serves as the School Business Administrator and Chief Procurement Officer. Oversight responsibility for all support services, such as Building Maintenance, Food Services, Human Resources, and Transportation.

- Support to Superintendent and District School Committee: Serve as member of the Executive Team; Plan, coordinate, and attend internal administrative meetings; Attend regular meetings of the Regional School Committee (including executive sessions as may be requested from time to time); Prepare and distribute supplementary materials and reports as needed; Act as designee of the Superintendent at

other meetings and conferences as assigned.

- Budget and Grants Management:** Assist in development of annual and capital budgets; Supervise activities of the Business Office including tracking of all revenue and expenditures, procurement, and reimbursements; Prepare periodic financial reports; Work with the District Treasurer, whose duties are separately defined in keeping with the requirements of MGL Chapter 71 s16A; Serve as primary point of contact for external financial audits and preparation of Annual Financial Statements.

- Responsibilities of the Assistant Superintendent for Finance** differ from those of other administrative positions in the level of interaction with the Regional School Committee, outside governmental agencies, the public and news media, and in the level of independent judgment and discretion exercised.

Supervisor: Dr. Edward Bouquillon (781.861.6500 x7301)

Experience Type: Public School, Full-time

It is OK to contact this employer

Whittier Regional Vocational Technical High School

Jan 2004 - Jan 2013

School Business Manager

Haverhill, MA

- Maintains all business and financial records according to school requirements in compliance with Massachusetts State Laws and Federal regulations, where applicable.

- Responsible for all financial affairs of the school district. Specific functions include budget management and preparation of the \$18.3 million school department operating budget, procurement of goods and services in compliance with MGL 30B, supervision of food services, student transportation, building maintenance, inventory management and specific projects as assigned by the Superintendent of Schools.

- Maintains budgetary surveillance on the operating budget, federal and state grants and all revolving accounts and issues monthly financial reports to the District Committee.

Supervisor: William P. DeRosa (978-373-4101 x269)

Experience Type: Public School, Full-time

It is OK to contact this employer

Minuteman Regional High School

Jun 2010 - Jan 2013

District Treasurer

Lexington, MA

- Maintain custody, management and accounting of all school district funds, insured that all available funds are invested in accordance with MA. General Laws, and disburse funds as authorized by its officers. Reconcile monthly all bank accounts to the Treasurer's Cash Book and General Ledger.

- Responsible for the cash flow requirements of the school district, both for operating and capital needs to cover all financial obligations.

- Retirement Board Chairman and Treasurer of the Minuteman Regional Retirement System.

Supervisor: Dr. Edward Bouquillon (781-861-6500 x7301)

Experience Type: Public School, Part-time

It is OK to contact this employer

Wilmington Public Schools

Jul 2000 - Jan 2004

Director, Administration and Finance

Wilmington, MA

Stipend Position - ASSISTANT DISTRICT TREASURER

The Hamilton-Wenham Regional School District is seeking qualified applicants for the stipend position of Assistant Treasurer. The Assistant Treasurer shall perform the duties of the Treasurer in his/her absence. The duties of the District Treasurer primarily involve receiving and disbursing the funds of the District. The position reports to the Assistant Superintendent of Schools and will be appointed by the Hamilton-Wenham Regional School Committee under the authority of Massachusetts General Law Ch. 71, §16A. The Assistant Treasurer position is appointed annually.

The annual stipend for this position is \$4,000, which covers the first 40 hours worked per year. The stipend will be paid in equal quarterly installments. While the District does not expect total hours in any given year to exceed 40 for this position, in the event they do, the incumbent would be compensated at a rate of \$100 per hour.

Please submit a letter of interest, resume, and 3 letters of reference.

QUALIFICATIONS AND REQUIREMENTS:

- Professional experience and fluency with the laws and procedures that govern municipal and school finance in the Commonwealth of Massachusetts required;
- Bachelor's degree in accounting or finance required;
- Excellent computer skills required;
- Flexible schedule including availability on very short notice (e.g. same day) required; and
- Available to work afternoons and attend evening School Committee Meetings required.

APPLICATION DEADLINE: Open until filled

ANTICIPATED START DATE: As soon as possible

CONTACT INFORMATION:

Omni Raimo, HR & Benefits Administrator
Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984



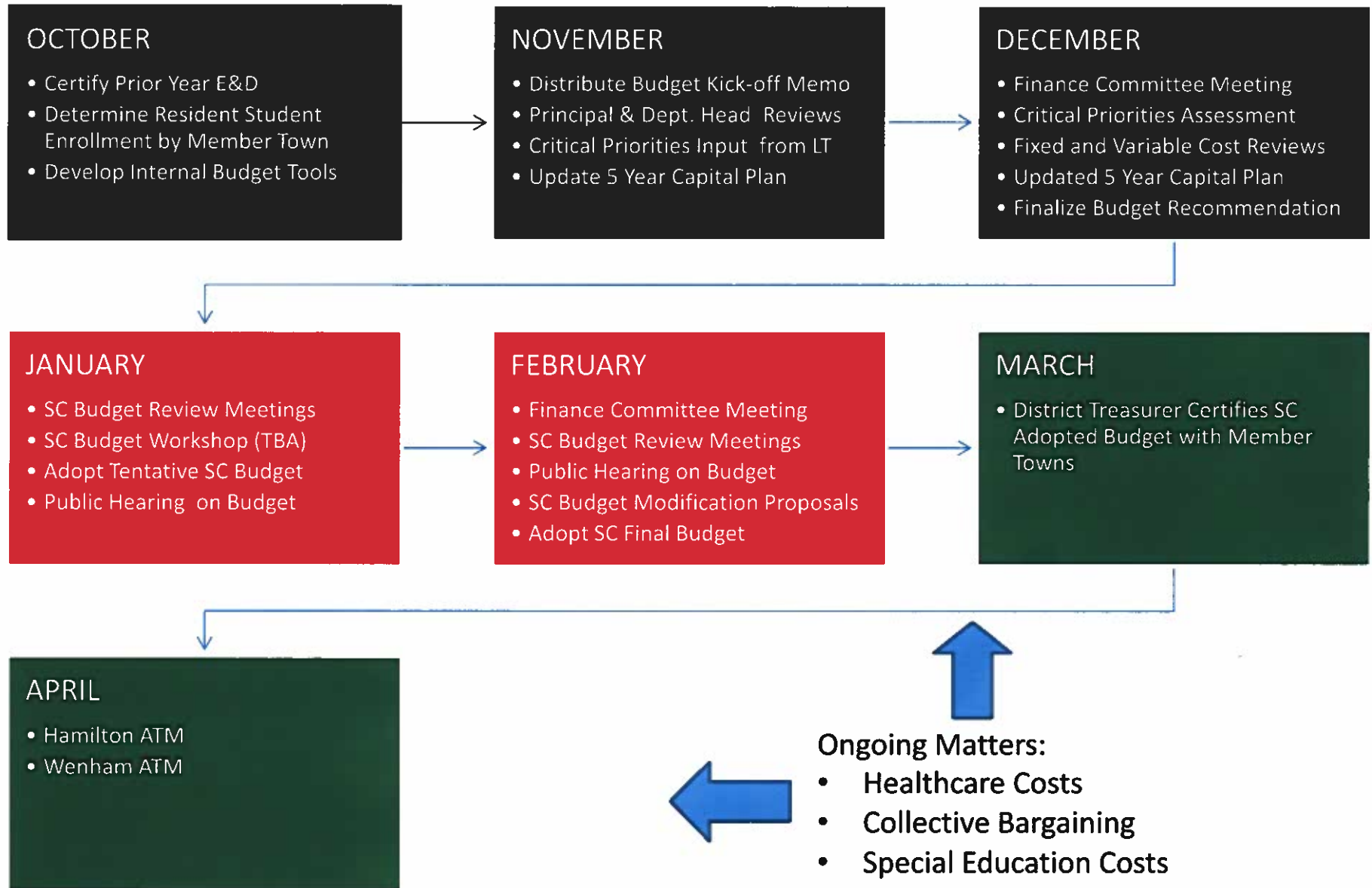
*FY20 Superintendent's Budget Recommendation
School Committee Presentation
January 16, 2019*

Prepared by:

Michael M. Harvey, Ed.D., Superintendent of Schools
Jeffrey D. Sands, Assistant Superintendent of Schools
Vincent Leone, Director of Accounting & Payroll



HWRSD Budget Process Overview





FY20 Budget

Superintendent's Recommendation

Level Service

+

OPEB Trust Fund (OPEB)

+

School Resource Officer (SRO)

What Does “Level Service” Mean?

Level Service is a continuation of the current services, activity, and programs of the District.

For FY20, Level Service + OPEB + SRO translates into a spending increase in our Gross Operating Expenses (after Offsets) of \$1,975,703 or 6.19% versus the FY19 Budget.



FY20 Budget – Expense Category Analysis

Level Service + OPEB + SRO: Gross Operating Expense Budget

Expense Category	FY20 Gross Expenses		FY19 Gross Expenses		VS PR YR	
	Tot \$	% of Tot	Tot \$	% of Tot	Chg \$	Chg %
Salaries	\$ 21,492,585	60.9%	\$ 20,817,994	62.9%	\$ 674,591	3.2%
Out-of-District Tuition	\$ 3,775,296	10.7%	\$ 2,878,510	8.7%	\$ 896,786	31.2%
Healthcare	\$ 2,811,920	8.0%	\$ 2,613,760	7.9%	\$ 198,159	7.6%
In-District Transportation	\$ 828,880	2.3%	\$ 765,820	2.3%	\$ 63,060	8.2%
Essex Retirement	\$ 986,641	2.8%	\$ 908,291	2.7%	\$ 78,350	8.6%
Utilities	\$ 563,248	1.6%	\$ 587,160	1.8%	\$ (23,912)	-4.1%
Facilities, Maintenance & Custodial (non-salary)	\$ 560,525	1.6%	\$ 576,025	1.7%	\$ (15,500)	-2.7%
Technology (non-salary)	\$ 619,751	1.8%	\$ 614,437	1.9%	\$ 5,314	0.9%
Special Education Transportation	\$ 639,669	1.8%	\$ 614,696	1.9%	\$ 24,973	4.1%
Other Fringe (Medicare, SS, Unemployment, 403B)	\$ 437,308	1.2%	\$ 419,512	1.3%	\$ 17,796	4.2%
Substitute Teachers	\$ 221,750	0.6%	\$ 221,750	0.7%	\$ -	0.0%
School Materials, Supplies & Textbooks	\$ 336,303	1.0%	\$ 445,904	1.3%	\$ (109,601)	-24.6%
Athletics (non-salary)	\$ 441,168	1.3%	\$ 415,698	1.3%	\$ 25,469	6.1%
District Insurance (Property, Liability & WC)	\$ 227,514	0.6%	\$ 209,464	0.6%	\$ 18,049	8.6%
OPEB Trust Fund	\$ 250,000	0.7%	\$ -	0.0%	\$ 250,000	#DIV/0!
School Resource Officer (SRO)	\$ 73,000	0.2%	\$ -	0.0%	\$ 73,000	#DIV/0!
All Other	\$ 1,008,851	2.9%	\$ 1,008,844	3.0%	\$ 8	0.0%
Totals:	\$ 35,274,408	100.0%	\$ 33,097,866	100.0%	\$ 2,176,543	6.6%

NOTE: Increases in these 4 categories total \$1.89M or 87% of the Total increase for FY20.



FY20 Budget – Salary Expense Analysis

Level Service + OPEB + SRO: Gross Operating Expense Budget

Driver		FY20 v FY19 CHG \$
All Staff COLAs and STEPs - Level Service		\$ 798,280
Teacher Degree Changes		\$ 92,463
Reduction in Elementary Classroom Teachers		\$ (58,541)
Anticipated Staff Retirement Replacement Savings		\$ (157,611)
Total Change \$:		\$ 674,591
Total District Salary \$:		\$ 21,492,585
Total District Change \$:		\$ 674,591
Total District Change %:		3.24%
TOTALS BREAKDOWN:		
Total Teacher/Nurse Salary \$:		\$ 15,061,089
Total Teacher/Nurse Change \$:		\$ 580,580
Total Teacher/Nurse Change %:		4.10%
Total TA Salary \$:		\$ 1,379,884
Total TA Change \$:		\$ (33,502)
Total TA Change %:		-2.37%
Total All Other Salary \$:		\$ 5,051,611
Total All Other Change \$:		\$ 127,513
Total All Other Change %:		2.59%



FY20 Budget – District Totals

Level Service + OPEB + SRO: Net Assessment Budget

Total Expenses						
	FY18 BUD	FY18 ACT	FY19 BUD	FY20 BUD	Difference	
General Operating Expense (Before Offsets)	\$ 31,403,624	\$ 31,434,715	\$ 33,097,866	\$ 35,274,408	\$ 2,176,543	6.58%
Expense Offsets	\$ 1,203,808	\$ 1,243,065	\$ 1,203,808	\$ 1,404,648	\$ 200,840	16.68%
General Operating Expenses (After Offsets)	\$ 30,199,816	\$ 30,191,650	\$ 31,894,058	\$ 33,869,760	\$ 1,975,703	6.19%
Debt Service Expense	\$ 2,092,860	\$ 2,092,860	\$ 2,115,275	\$ 398,372	\$ (1,716,903)	-81.17%
TOTAL EXPENDITURES	\$ 32,292,676	\$ 32,284,510	\$ 34,009,333	\$ 34,268,132	\$ 258,799	0.76%

Total Funding Sources						
	FY18 BUD	FY18 ACT	FY19 BUD	FY20 BUD	Difference	
<i>Revenues</i>						
Chapter 70-Base Aid	\$ 3,554,656	\$ 3,606,706	\$ 3,606,706	\$ 3,659,749	\$ 53,043	1.5%
MSBA Debt Service Reimbursement	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ -	\$ (1,132,065)	-100.0%
State Transportation Reimbursement	\$ 340,686	\$ 340,686	\$ 330,837	\$ 385,868	\$ 55,031	16.6%
Medicaid Reimbursement	\$ 85,000	\$ 175,036	\$ 150,000	\$ 175,000	\$ 25,000	16.7%
Interest Income	\$ 4,000	\$ 13,675	\$ 4,000	\$ 4,000	\$ -	0.0%
Prior Year Unexpended Encumbrances	\$ -	\$ 15,473	\$ -	\$ -	\$ -	#DIV/0!
Other Non-recurring Income (Including Transp)	\$ -	\$ 37,931	\$ -	\$ -	\$ -	#DIV/0!
Total Revenues	\$ 5,116,407	\$ 5,321,571	\$ 5,223,608	\$ 4,224,617	\$ (998,991)	-19.1%
<i>Transfers In From Other Funds</i>						
Excess and Deficiency	\$ 568,821	\$ 568,821	\$ 347,218	\$ 147,396	\$ (199,822)	-57.5%
Total Transfers	\$ 568,821	\$ 568,821	\$ 347,218	\$ 147,396	\$ (199,822)	-57.5%
Total Funding Sources	\$ 5,685,228	\$ 5,890,392	\$ 5,570,826	\$ 4,372,013	\$ (1,198,813)	-21.5%
Total Expenditures	\$ 32,292,676	\$ 32,284,510	\$ 34,009,333	\$ 34,268,132	\$ 258,799	0.8%
Less Total Funding Sources	\$ 5,685,228	\$ 5,890,392	\$ 5,570,826	\$ 4,372,013	\$ (1,198,813)	-21.5%
NET ASSESSMENT including Debt Service	\$ 26,607,448	\$ 26,394,118	\$ 28,438,507	\$ 29,896,119	\$ 1,457,612	5.1%

Total Town Assessments						
	FY18 BUD	FY18 ACT	FY19 BUD	FY20 BUD	Difference	
Hamilton	\$ 17,401,271	\$ 17,401,271	\$ 18,385,495	\$ 19,148,464	\$ 762,970	4.1%
Wenham	\$ 9,206,177	\$ 9,206,177	\$ 10,053,012	\$ 10,747,655	\$ 694,643	6.9%
NET ASSESSMENT including Debt Service	\$ 26,607,448	\$ 26,607,448	\$ 28,438,507	\$ 29,896,119	\$ 1,457,612	5.1%



Capital Improvement Project List Updated

Key Assumptions

- Time Frame:
 - Covers the Fiscal Years beginning with FY20 and ending with FY23.
- Scope:
 - Facilities & Grounds
 - Technology
 - Food Service
 - Athletics
 - Master Plan
- Definition:
 - Tangible Assets that cost at least \$10,000 and have a useful life of at least 5 years.
- Funding Sources:
 - It is being recommended that four (4) capital items (\$122,186) are funded through the FY20 District's Operating Budget.
 - For the remainder of the Projects on the list, funding sources for FY20 and beyond have not been specifically identified and may include Debt Exclusions, Grants, Donations, and the District's Operating Budget.

Hamilton Wenham Regional School District
Capital Improvement Project Summary as of December 19, 2018

Category	Department	Project	Location	Total Est Cost	FY20 (Op)
Critical Infrastructure	Fac & Grds	New Roof	HS	3,000,000	-
Critical Infrastructure	Fac & Grds	Building Energy Management Systems*	HS / MS	375,000	-
Safety	Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	-
Cosmetic Infrastructure	Fac & Grds	Replace Classroom Sinks, Countertops & Water bubblers	Elem Schools	61,000	-
Critical Infrastructure	Fac & Grds	Waste Water Treatment Plant	District	80,000	20,000
Cosmetic Infrastructure	Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	60,000	-
Safety	Fac & Grds	Install Keyless Entryway Swipecard Systems*	District	67,895	-
Safety	Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	-
Safety	Fac & Grds	Install Main Entry & Main Office Interior Surveillance Camer	District	25,000	-
Cosmetic Infrastructure	Fac & Grds	Interior Classroom & Hallway Painting	Cut	30,000	-
Cosmetic Infrastructure	Fac & Grds	Replace 2 Classroom Carpets with Tile	Cut	10,000	-
Safety	Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	-
Critical Infrastructure	Fac & Grds	Admin Bldg Emergency Generator*	Admin Bldg	35,000	-
Cosmetic Infrastructure	Fac & Grds	4 Autoscrubbers	District	60,000	-
Cosmetic Infrastructure	Fac & Grds	Replace flooring in HS Fitness Center	HS	15,000	-
Educational Program	Fac & Grds	Equipment for HS Fitness Center	HS	20,000	-
Accessibility	Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stag	Win & Buk	30,000	-
Educational Program	Fac & Grds	Project Adventure Course Upgrades	HS / MS	15,000	-
Safety	Fac & Grds	Replace front sidewalks at Middle School	MRMS	60,000	-
Cosmetic Infrastructure	Fac & Grds	Replace Ceiling Tiles in Primary Wing Classrooms & Hallway	Winthrop	10,000	-
Safety	Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	15,000	-
Safety	Fac & Grds	Upgrade, repair and install Intercom systems*	Various	26,936	-
Critical Infrastructure	Fac & Grds	Replace Sound System in gymnasium	HS / MS	20,000	-
Cosmetic Infrastructure	Fac & Grds	40' - 50' Scissor Lift w/ Trailer	District	25,000	-
Critical Infrastructure	Fac & Grds	Buker Drainage	Buker	20,000	-
Accessibility	Fac & Grds	Replace Buker Side Entryway and Handicap Ramp	Buker	80,000	-
Accessibility	Fac & Grds	Install new ADA Accessible Ramp off Primary Wing*	Winthrop	20,000	-
Safety	Fac & Grds	Cutler Fire Alarm System: Replace Panel and Devices*	Cutler	37,750	-
Safety	Fac & Grds	Buker Fire Alarm System: Replace Panel and Devices*	Buker	31,000	-
Educational Program	Tech	iPads for Students on Scholarship and F&RL	District	70,000	17,500
Educational Program	Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	259,000	-
Educational Program	Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	228,825	47,470
Educational Program	Tech	Classroom Chromebooks 4 year cycle	District	135,000	-
Critical Infrastructure	Tech	Upgrade Wireless Access Points including wiring	District	49,920	-
Critical Infrastructure	Tech	Replace Phone System with new VoIP System	HS / MS	47,000	-
Critical Infrastructure	Tech	Replace Backup Server / Services	District	52,000	-
Critical Infrastructure	Tech	Replace VMWare Server and Licenses	District	113,000	-
Critical Infrastructure	Tech	Replace Network Area Storage Arrays	District	207,000	-
Critical Infrastructure	Tech	Replace Network IDF	District	72,000	-
Educational Program	Tech	Replace Classroom SMARTBoards, Projectors, etc	District	204,688	37,216
Critical Infrastructure	Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	75,000	-
Critical Infrastructure	Tech	Replace Auditorium Lighting Control Console	HS	17,000	-
Educational Program	Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-
Critical Infrastructure	Food Svc	Kitchen Equipment	District	373,575	-
Critical Infrastructure	Master Plan	Classroom Furniture (Master Plan)	District	800,000	-
Critical Infrastructure	Master Plan	Longmeadow Property*	District	4,225,000	-
Educational Program	Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	2,460,000	-
Educational Program	Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	2,841,825	-
Wellness	Athletics	Tennis Courts*	District	660,032	-
Wellness	Athletics	Turf Fields: Track & Field	District	3,671,863	-
Wellness	Athletics	Turf Fields: Combination Baseball Field	District	3,051,365	-
Wellness	Athletics	Turf Fields: Entrance Improvements & Amenities	District	2,024,928	-
Totals:				\$ 26,121,102	\$ 122,186
Category Subtotals:					
Critical Infrastructure				\$ 9,561,495	
Safety				\$ 466,081	
Accessibility				\$ 130,000	
Cosmetic Infrastructure				\$ 271,000	
Educational Programming				\$ 6,284,338	
Wellness				\$ 9,408,188	

* - Denotes an expense that is either new to the list or the cost estimate has been revised and updated.

Hamilton Wenham Regional School District
Capital Improvement Project Summary as of December 19, 2018

Department	Project	Location	Total Est Cost	FY20 (Op)	FY20	FY21	FY22	FY23
Fac & Grds	New Roof	HS	3,000,000	-	-	-	-	3,000,000
Fac & Grds	Building Energy Management Systems*	HS / MS	375,000	-	375,000	-	-	-
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	-	37,500	-	-	-
Fac & Grds	Replace Classroom Sinks, Countertops & Water bubblers	Elem Schools	61,000	-	25,000	36,000	-	-
Fac & Grds	Waste Water Treatment Plant	District	80,000	20,000	-	20,000	20,000	20,000
Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	60,000	-	30,000	30,000	-	-
Fac & Grds	Install Keyless Entryway Swipecard Systems*	District	67,895	-	67,895	-	-	-
Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	-	30,000	-	-	-
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	25,000	-	25,000	-	-	-
Fac & Grds	Interior Classroom & Hallway Painting	Cut	30,000	-	-	-	30,000	-
Fac & Grds	Replace 2 Classroom Carpets with Tile	Cut	10,000	-	10,000	-	-	-
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	-	135,000	-	-	-
Fac & Grds	Admin Bldg Emergency Generator*	Admin Bldg	35,000	-	35,000	-	-	-
Fac & Grds	4 Autoscrubbers	District	60,000	-	15,000	15,000	15,000	15,000
Fac & Grds	Replace flooring in HS Fitness Center	HS	15,000	-	15,000	-	-	-
Fac & Grds	Equipment for HS Fitness Center	HS	20,000	-	20,000	-	-	-
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	30,000	-	30,000	-	-	-
Fac & Grds	Project Adventure Course Upgrades	HS / MS	15,000	-	15,000	-	-	-
Fac & Grds	Replace front sidewalks at Middle School	MRMS	60,000	-	60,000	-	-	-
Fac & Grds	Replace Ceiling Tiles in Primary Wing Classrooms & Hallway	Winthrop	10,000	-	-	-	10,000	-
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	15,000	-	15,000	-	-	-
Fac & Grds	Upgrade, repair and install Intercom systems*	Various	26,936	-	26,936	-	-	-
Fac & Grds	Replace Sound System in gymnasium	HS / MS	20,000	-	20,000	-	-	-
Fac & Grds	40' - 50' Scissor Lift w/ Trailer	District	25,000	-	25,000	-	-	-
Fac & Grds	Buker Drainage	Buker	20,000	-	20,000	-	-	-
Fac & Grds	Replace Buker Side Entryway and Handicap Ramp	Buker	80,000	-	80,000	-	-	-
Fac & Grds	Install new ADA Accessible Ramp off Primary Wing*	Winthrop	20,000	-	20,000	-	-	-
Fac & Grds	Cutler Fire Alarm System: Replace Panel and Devices*	Cutler	37,750	-	37,750	-	-	-
Fac & Grds	Buker Fire Alarm System: Replace Panel and Devices*	Buker	31,000	-	31,000	-	-	-
Tech	iPads for Students on Scholarship and F&RL	District	70,000	17,500	-	17,500	17,500	17,500
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	259,000	-	42,000	84,000	70,000	63,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	228,825	47,470	-	34,970	92,430	53,955
Tech	Classroom Chromebooks 4 year cycle	District	135,000	-	18,000	18,000	18,000	81,000
Tech	Upgrade Wireless Access Points including wiring	District	49,920	-	49,920	-	-	-
Tech	Replace Phone System with new VoIP System	HS / MS	47,000	-	47,000	-	-	-
Tech	Replace Backup Server / Services	District	52,000	-	52,000	-	-	-
Tech	Replace VMWare Server and Licenses	District	113,000	-	113,000	-	-	-
Tech	Replace Network Area Storage Arrays	District	207,000	-	207,000	-	-	-
Tech	Replace Network IDF	District	72,000	-	72,000	-	-	-
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	204,688	37,216	37,216	65,128	65,128	-
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	75,000	-	75,000	-	-	-
Tech	Replace Auditorium Lighting Control Console	HS	17,000	-	17,000	-	-	-
Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-	-	50,000	-	-

Hamilton Wenham Regional School District
Capital Improvement Project Summary as of December 19, 2018

Department	Project	Location	Total Est Cost	FY20 (Op)	FY20	FY21	FY22	FY23
Food Svc	Kitchen Equipment	District	373,575	-	373,575	-	-	-
	Subtotal Operating:		6,386,089	122,186	2,304,792	370,598	338,058	3,250,455
Master Plan	Classroom Furniture (Master Plan)	District	800,000	-	800,000	-	-	-
Master Plan	Longmeadow Property*	District	4,225,000	-	-	-	-	4,225,000
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	2,460,000	-	-	-	-	2,460,000
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	2,841,825	-	-	-	-	2,841,825
	Subtotal Master Plan:		10,326,825	-	800,000	-	-	9,526,825
Athletics	Tennis Courts*	District	660,032	-	-	-	-	660,032
Athletics	Turf Fields: Track & Field	District	3,671,863	-	-	-	-	3,671,863
Athletics	Turf Fields: Combination Baseball Field	District	3,051,365	-	-	-	-	3,051,365
Athletics	Turf Fields: Entrance Improvements & Amenities	District	2,024,928	-	-	-	-	2,024,928
	Subtotal Athletics:		9,408,188	-	-	-	-	9,408,188
	Totals:		\$ 26,121,102	\$ 122,186	\$ 3,104,792	\$ 370,598	\$ 338,058	\$ 22,185,468

\$ 122,186 - A "green" shaded entry in FY20 denotes an expense that has been incorporated into the FY20 Operating Budget Recommendation.

\$ 2,763,826 - An "orange" shaded entry in FY20 denotes an expense that was requested and denied at April 2018 Town Meeting as a Debt Exclusion.

* - Denotes an expense that is either new to the list or the cost estimate has been revised and updated.

Note - Tangible assets or projects that cost at least \$10,000 and have a useful life of at least 5 years.



FY20 Budget

Administrator Requests not included in the Recommendation

Category 1:		New Faculty Positions including Stipended Positions	
Submitted by:	Position Description		Est Base Salary
<i>Elementary</i>	Increase 3 shared Specialists from 0.7 FTE to 0.8 FTE	\$	19,005
<i>MRMS</i>	1.0 FTE Coding/Robotics Teacher	\$	65,000
<i>HS</i>	Math teacher	\$	55,000
<i>HS</i>	Skills-Based Health Teacher	\$	55,000
<i>Student Services</i>	Clinical Psychologist	\$	67,500
<i>Student Services</i>	Increase MRMS LB ELA from .5 FTE to .8	\$	23,789
<i>Athletics</i>	Coaches Category I - Varsity Assistant	\$	5,248
<i>Athletics</i>	Category II - Varsity Assistant	\$	12,108
<i>Athletics</i>	Category II A - Varsity Assistant	\$	4,036
<i>Athletics</i>	Category III - Varsity Assistant	\$	52,584
<i>District</i>	Additional Healthcare Costs for Proposed New Staff (4)	\$	40,000
	Subtotal:	\$	399,270
Category 2:		New Administrative/Support Positions	
Submitted by:	Position Description		Est Base Salary
<i>Elementary</i>	(6) 1.0 FTE Kindergarten Teaching Assistants	\$	132,000
<i>Special Education</i>	Special Ed TA: Cutler 1.0 FTE	\$	22,000
<i>Special Education</i>	Special Ed TA: Winthrop 1.0 FTE	\$	22,000
<i>Special Education</i>	Special Ed TA: Winthrop 0.5 FTE	\$	11,000
<i>Special Education</i>	Special Ed TA 1.0 FTE	\$	22,000
<i>Special Education</i>	Special Ed TA 1.0 FTE	\$	22,000
<i>District</i>	Additional Healthcare Costs for Proposed New Staff (11)	\$	110,000
	Subtotal:	\$	341,000



FY20 Budget

Administrator Requests not included in the Recommendation

Category 3:		New Instructional Program Costs	
Submitted by:	Cost Description	Est Cost	
<i>MRMS</i>	Robotics/Coding materials	\$	30,000
<i>HS</i>	Math Texts	\$	15,000
<i>HS</i>	After-school academic support	\$	5,000
<i>Student Services</i>	Assistive Technology	\$	10,775
<i>Special Education</i>	Special Education Curriculum	\$	16,681
<i>Special Education</i>	Sped Summer Contracted Services	\$	15,000
	Subtotal:	\$	92,456
Category 4:		Extraordinary One-time Costs	
Submitted by:	Cost Description	Est Cost	
<i>MRMS</i>	iPad Cart w/ 30 iPads	\$	13,920
<i>MRMS</i>	Performing Arts Room Renovations		TBD
<i>MRMS</i>	Performing Arts Room Projection System	\$	16,000
<i>MRMS</i>	MS 1 to 1 Program		TBD
<i>C&I</i>	K-5 ELA curriculum resources	\$	22,000
<i>C&I</i>	K-5 books for classroom libraries/LAC	\$	35,500
<i>C&I</i>	Handwriting Without Tears	\$	6,800
<i>Athletics</i>	Six Large Nets - Stadium / Back Flds	\$	20,000
<i>Athletics</i>	New Field Surfaces	\$	225,000
<i>HS</i>	Expand Health Classroom		TBD
<i>HS</i>	Yoga/Pilates Room		TBD
	Subtotal:	\$	339,220
	TOTAL:	\$	1,171,946



Budget Topics for Next SC Meeting

on January 30, 2019

- OPEB Advisor Presentation
 - Rockland Trust Investment Management Group
- Capital Projects Prioritization
 - Debt Authorizations / Debt Exclusions for April 2019 ATM
- Discuss SC Member proposed changes to the FY20 Budget Recommendation
- Other Topics?



FY20 Budget: Calendar

OCTOBER 4, 2018	DISTRICT SUBMITS FY18 E&D TO MA DOR FOR CERTIFICATION								
OCTOBER 26, 2018	DISTRIBUTION OF OCTOBER 2018 RESIDENT ENROLLMENT DATA TO TOWNS								
NOVEMBER 1, 2018	DISTRIBUTION OF FY20 BUDGET KICK-OFF MEMO TO HWRSD BUDGET HOLDERS								
NOVEMBER 1, 2018	DISTRIBUTION OF FY20 BUDGET CALENDAR								
DECEMBER 4, 2018	FY20 BUDGET PLANNING MEETING #1 WITH TOWN FINANCE COMMITTEES								
DECEMBER 19, 2018	FY20 BUDGET RECOMMENDATION PRESENTED TO SCHOOL COMMITTEE								
DECEMBER 19, 2018	SCHOOL COMMITTEE REVIEWS FY20 BUDGET RECOMMENDATION								
JANUARY 2, 2019	SCHOOL COMMITTEE REVIEWS FY20 BUDGET RECOMMENDATION								
JANUARY 2, 2019	SCHOOL COMMITTEE ADOPTS TENTATIVE FY20 BUDGET								
JANUARY 7, 2019	DISTRICT ADMINISTRATION ADVERTISES FY20 BUDGET PUBLIC HEARING #1								
JANUARY 16, 2019	SCHOOL COMMITTEE HOLDS FY20 BUDGET PUBLIC HEARING #1								
JANUARY 16, 2019	SCHOOL COMMITTEE REVIEWS FY20 BUDGET RECOMMENDATION								
JANUARY 29, 2019	DISTRICT ADMINISTRATION MAILES ADOPTED TENTATIVE FY20 BUDGET TO TOWNS								
JANUARY 30, 2019	SCHOOL COMMITTEE REVIEWS FY20 BUDGET RECOMMENDATION								
FEBRUARY 4, 2019	DISTRICT ADMINISTRATION ADVERTISES FY20 BUDGET PUBLIC HEARING #2								
FEBRUARY 5, 2019	FY20 BUDGET PLANNING MEETING #2 WITH TOWN FINANCE COMMITTEES								
FEBRUARY 13, 2019	SCHOOL COMMITTEE HOLDS FY20 BUDGET PUBLIC HEARING #2								
FEBRUARY 13, 2019	SCHOOL COMMITTEE REVIEWS FY20 BUDGET FINAL RECOMMENDATION								
FEBRUARY 13, 2019	SCHOOL COMMITTEE ADOPTS FY20 FINAL BUDGET								
MARCH 15, 2019	DISTRICT TREASURER CERTIFIES FY20 APPORTIONED AMOUNTS WITH TOWNS								
APRIL 6, 2019	ANNUAL TOWN MEETINGS								

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2018 Statement of Interest

Thank you for submitting your FY 2018 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to mail all required supporting documentation, which is described below.

VOTES: Each SOI must be submitted with the proper vote documentation. This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- ▮ **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
 - ▮ For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- ▮ **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
 - ▮ Regional School Districts do not need to submit a vote of the municipal body.
 - ▮ For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3: If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

- ▮ If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- ▮ If a District selects Priority #3, Prevention of a loss of accreditation, the SOI will not be considered complete unless and until a summary of the accreditation report focused on the deficiency as stated in this SOI is provided.

ADDITIONAL INFORMATION: In addition to the information required above, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact the MSBA at 617-720-4466 or SOI@massschoolbuildings.org.

Massachusetts School Building Authority

School District Hamilton-Wenham

District Contact Michael Harvey TEL: (978) 626-0821

Name of School Cutler School

Submission Date 4/6/2018

SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- After the district completes and submits this SOI electronically, the district must mail hard copies of the required documentation described under the "Vote" tab, on or before the deadline.
- The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation in a format acceptable to the MSBA. If Priority 1 is selected, your SOI will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system. If Priority 3 is selected, your SOI will not be considered complete unless and until you provide a summary of the accreditation report focused on the deficiency as stated in this SOI.

**LOCAL CHIEF EXECUTIVE OFFICER/DISTRICT SUPERINTENDENT/SCHOOL COMMITTEE CHAIR
(E.g., Mayor, Town Manager, Board of Selectmen)**

Chief Executive Officer *

Michael Harvey

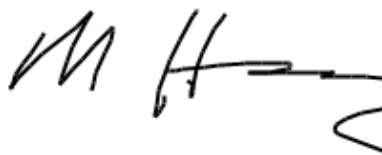
School Committee Chair

Joshua Liebow

Superintendent of Schools

Michael Harvey

Superintendent of Schools





(signature)

(signature)

(signature)

Date

Date

Date

3/29/2018 2:28:09 PM

3/29/2018 3:04:02 PM

3/29/2018 2:27:06 PM

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Massachusetts School Building Authority

School District Hamilton-WenhamDistrict Contact Michael Harvey TEL: (978) 626-0821Name of School Cutler SchoolSubmission Date 4/6/2018

Note

The following Priorities have been included in the Statement of Interest:

1. ☐ Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. ☐ Elimination of existing severe overcrowding.
3. ☐ Prevention of the loss of accreditation.
4. ☐ Prevention of severe overcrowding expected to result from increased enrollments.
5. ☐ Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. ☐ Short term enrollment growth.
7. ☐ Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. ☐ Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

☐ I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

Potential Project Scope: Potential Consolidation

Is this SOI the District Priority SOI? YES

School name of the District Priority SOI: Cutler School

Is this part of a larger facilities plan? YES

If "YES", please provide the following:

Facilities Plan Date: 6/4/2014

Planning Firm: SMMA Architects

Please provide a brief summary of the plan including its goals and how the school facility that is the subject of this SOI fits into that plan:

The Hamilton-Wenham District Master Plan was completed in June of 2014. The Master Plan had the following goals: 1. Facilitate a visioning process, involving a broad range of community and District stakeholders to identify educational and community goals for the district with a focus on transformation of the HWRSD school system so as to promote the 21st Century learner. 2. Review a number of narrowly-defined facilities reports developed in the last 5 years regarding the state of the District's facilities as well as work conducted by the District for repairs and or replacement of certain building components. 3. Perform a Demographic Study to understand the population changes experienced already, as well as those anticipated over the next ten years. 4. Review the role and ramifications of School Choice on the population and needed facilities. 5. Develop a comprehensive Master Plan with options for incorporating Goals identified through the Visioning process with demographics, School Choice and existing buildings. The consolidation of the Cutler and Winthrop Elementary Schools was presented as one option for modernizing the school facilities of the HWRSD in the Facilities Master Plan. This consolidation would maximize the efficiencies a single school of approximately 600 students would have over two separate schools and would spare the communities from having to extensively renovate two separate buildings.

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 12 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 12 students per teacher

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? YES

If "YES", please provide the author and date of the District's Master Educational Plan.

SMMA Architects, June 4, 2014

Is there overcrowding at the school facility? NO

If "YES", please describe in detail, including specific examples of the overcrowding.

Has the district had any recent teacher layoffs or reductions? YES

If "YES", how many teaching positions were affected? 5

At which schools in the district? Hamilton-Wenham Regional High School

Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).

5.0 FTE of teaching positions were eliminated at Hamilton-Wenham Regional High School for the 2017-2018 school year. These FTEs were primarily made up of part time positions at the school in all various areas (English, Social Studies, Language, PE).

Has the district had any recent staff layoffs or reductions? NO

If "YES", how many staff positions were affected? 0

At which schools in the district?

Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.

The reductions to teaching staff were the result of decreased student enrollment at HWRHS. The impact of these reductions was slightly larger class sizes.

Please provide a description of the local budget approval process for a potential capital project with the MSBA. Include schedule information (i.e. Town Meeting dates, city council/town council meetings dates, regional school committee meeting dates). Provide, if applicable, the District's most recent budget approval process that resulted in a budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs,

consolidation of facilities).

The HWRSD follows the budget approval process for regional school districts. The process begins in November. Building Principals and other budget account holders compile budget requests and submit them to the Asst. Superintendent for Admin. and Finance in late November. The Superintendent reviews these requests and presents a recommended budget to the School Committee in early January. The School Committee reviews the Superintendent's Recommended Budget and makes changes to the budget from early January to mid February. The School Committee then votes a final budget in mid-February. This budget is then sent to Annual Town Meeting for approval. Annual Town Meeting is usually held in early April in both Hamilton and Wenham. The FY18 Budget approved by Hamilton and Wenham Town Meeting was an increase of \$1,049,784 or 3.6% over FY17.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

The Cutler Elementary School is a 45,800 sf masonry building constructed in 1951 with modular classroom additions in 1952 and 1956. In 1989 the Whittier Wing was added which houses kindergarten classrooms and a gymnasium. The school serves approximately 300 students in grades K-5.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

45800

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Cutler Elementary School is located on 237 Asbury Street, a minor arterial road with one lane in each direction. The school site is located within 1 mile of downtown Hamilton and is surrounded by residential neighborhoods. The school site is approximately 11.5 acres located and is located within Zone X (areas of minimal flooding) within the Flood Insurance Map.

Most of the site appears to be located within Zone II, wellhead protection area. The site is located within an R-1A Zone.

There are no other buildings that share the site with the Cutler School.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

237 Asbury St., Hamilton, MA 01928

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

Foundations

The foundations for the 1951 building and the 1989 addition are constructed of cast-in-place concrete. The 1952 and 1956 modular additions have a crawl space under the entire floor. The type and extent of foundation for the modular classrooms could not be determined. There is a boiler room below the kitchen with cast-in-place reinforced concrete walls and slab.

The gym/classroom addition, completed in 1989, has a basement storage area consisting of cast in-place reinforced concrete walls, beams and slab. The gymnasium above has steel portal bents supporting wide flange purlins and steel roof deck. The low roof, over the classroom area adjacent to the gym, likely has steel columns supporting either beams or joists and metal deck. There is clerestory glazing at the gym with exterior brick and interior 8 inch CMU's. The remaining exterior walls have back-up metal studs. There are no designed lateral load resisting elements in the building and wind loads are currently transferred through exterior walls and interior partitions.

Exterior--1951 Building

The exterior walls of the 1951 original building appears to be roughly 12" thick, in full wythe brick and no insulation. Brick has efflorescence and is spalling in a few areas around the building. This efflorescence was primarily noted at a decorative brick piers where the brick is fully exposed to weathering and joints are susceptible to water ingress. Some of the brick is 2" h x 10" l (Roman Brick in a "slipped" Running Bond) while other brick is standard size; most appears to be in good condition with localized areas where cracks, efflorescence and spalling was noted. The cracks appear to be due to a lack of control joints at the corners of the building.

The Multi-purpose Room (MPR) has vinyl siding applied over existing wood siding. The condition of the wood siding underneath is not known. The original wood trim is covered by aluminum panels with exposed fasteners, which are rusting. The MPR has a sloped roof with queen post rafters consisting of structural wood beams and steel rods. These are supported on wood columns at 5'-0" on center at the exterior curtain walls and load bearing wall at the stage. The rafters support wood plank. The classroom areas have sloped wood beams at 5'-0" on center supporting wood plank. The beams typically cantilever out beyond the curtain wall which has wood columns at each roof beam. There is exterior brick up to the sill level with full height panels at various locations.

Exterior--1952 and 1956 Modular classrooms

The modular classrooms are constructed of non-thermal metal store-front window systems. The building adjacent to the classrooms has a concrete parged coating on one side and wood panels on another. The steel behind the parged coating is rusting, which is causing the parged coating to peel off the building. Significant cracking and deterioration of the parge coating was noted. The presence of insulation in the exterior wall is not known. Significant deterioration/rotting of the wood panels was evident.

Exterior--1989 Building

The exterior wall is constructed of brick veneer, with precast concrete window sills and panels above windows. The gym has concrete block back-up, with 1" of rigid insulation in the cavity between block and brick. The classroom areas have light gauge metal framing back-up with 6" fiberglass batt insulation in between the studs. Six inches of fiberglass batt insulation should have R-19 thermal value if it was installed continuously. However, because it is installed in between metal framing, the thermal value of the wall is significantly reduced; the metal framing acts as a conductor allows for thermal transfer of cold air in, and warm air out. In addition, after a review of the drawings, there is some concern over the potential lack of a continuous thermal envelope at the gym, particularly at the top of wall transition to the roof. The base of the brick at the northeast corner of the building has some fungal growth. Several sealant joints have failed around openings, giving a direct pathway for water to enter the wall system. Joints in precast sills are in need of repointing/sealing.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? NO

Year of Last Major Repair or Replacement:(YYYY) 1951

Description of Last Major Repair or Replacement:

none

Roof Section A

Is the District seeking replacement of the Roof Section? NO

Area of Section (square feet) 10000

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Shingle

Age of Section (number of years since the Roof was installed or replaced) 19

Description of repairs, if applicable, in the last three years. Include year of repair:

None

Roof Section B

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section C

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section D

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section E

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section F

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section G

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section H

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section I

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Roof Section J

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section A

Is the District seeking replacement of the Windows Section? NO

Windows in Section (count) 50

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

single pane wood

Age of Section (number of years since the Windows were installed or replaced) 62

Description of repairs, if applicable, in the last three years. Include year of repair:

None

Window Section B

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section C

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section D

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section E

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section F

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section G

Is the District seeking replacement of the Windows Section?

Windows in Section (count)**Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section H****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section I****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section J****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:**

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

MECHANICAL SYSTEM

The original 1952 building heating system consisted of steam boilers, below floor steam distribution pipe and steam terminal units. The terminal units were unit ventilators, unit heaters, radiators and steam coils within several air handlers. The original ventilation system consisted of unit ventilator fresh air intakes and roof mounted exhaust fans. The original control system was pneumatic; with air compressor, copper tubing, actuators, central control station and wall thermostats.

In 1990 a kindergarten section was added to the building along with replacement of the boilers, the kitchen exhaust system and gymnasium heating and ventilation unit. Only several office areas are air conditioned. These spaces primarily utilize through-the-window units. In the spring/summer of 2010 a major upgrade to the HVAC system occurred, in part with funding from the MSBA's Green Repair Program. The upgrades include new energy efficient condensing boilers, the conversion of the steam heating system to hot water, the conversion of the pneumatic control system to a Direct Digital Control (DDC) system, the addition of several rooftop air conditioners and the replacement of older unit ventilators and roof exhaust fans with radiators and energy recovery ventilators.

ELECTRICAL SYSTEM

The buildings electrical service is rated 400 Ampere, 208Y/120 volt, three phase, four wire and is provided by National Grid Electric. Based upon a usable square footage of totals 42,050 sf the total watts per square foot available are 3.4. This total is below the industry standard for an Elementary school which if designed today would have no less than 10 watts per sq. foot available to accommodate lighting, power, mechanical and miscellaneous loads. The electrical distribution equipment installed throughout the building varies by manufacturer and renovation date. Some would appear to date back to original building construction.

- Main electric/boiler room: Wadsworth and Federal Electric distribution gear appears to be the oldest distribution

equipment still utilized. It is in poor condition.

- Common corridors: Trumbel Electric panelboards appear to date back many years. They are in poor condition
- 1991 Addition: a new main distribution panel by Siemens Electric was installed when the addition was built. It is in fair condition
- Kitchen: General Electric panels installed within the kitchen appear to be in fair condition.

Boiler Section 1

Is the District seeking replacement of the Boiler? NO

Is there more than one boiler room in the School? NO

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Natural Gas

Age of Boiler (number of years since the Boiler was installed or replaced) 8

Description of repairs, if applicable, in the last three years. Include year of repair:

n/a

Boiler Section 2

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 3

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 4

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 5

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 6

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 7

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 8

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 9

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 10

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:

Has there been a Major Repair or Replacement of the HVAC SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 2010

Description of Last Major Repair or Replacement:

The steam heating system was converted to hot water, a Direct Digital Control (DDC) system control system replaced the pneumatic one, there was the addition of several rooftop air conditioners and the replacement of older unit ventilators and roof exhaust fans with radiators and energy recovery ventilators.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 1991

Description of Last Major Repair or Replacement:

A new main distribution panel (MDP), manufactured by Siemens Electric, was installed in 1991 when the new addition was built.

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Floors

1951 Building and 1952 and 1956 Modular Classrooms

- Classrooms: 9"x9" Vinyl Asbestos Tile (VAT)
- MPR: Vinyl Composition Tile (VCT) has been patched in numerous areas, is cupping in some areas, with some signs of moisture issues. The platform has VCT but is in poor condition as well. The wood edge of the platform is also in poor condition.
- Corridors: VCT and carpeting over VAT, and VCT over VAT.
- Most areas around the school appear to have VCT installed directly over VAT. Some corridors have exposed concrete floor.
- Modular classroom wing has carpeting in the corridors with VCT in the classrooms.
- Kitchen: 2" x 2" ceramic mosaic tile
- Stairs: Raised Rubber Tile (RRT)

1991 Addition

- Gym: Wood flooring, still in good condition.
- Toilet Rooms: 2" x 2" CMT in good condition
- Classrooms: VCT in good condition
- Lobby: Porcelain tile in good condition
- Corridors: VCT is generally in good condition however there is a very large crack where the corridor meets the lobby.

WALLS

1951 Building and 1952 and 1956 Modular Classrooms

- Interior wall construction and finish vary throughout the school:
- Classrooms: wood siding, wood panels and wired glass clerestories (some have brick and plaster)
- MPR: Horizontal wood, flush; appears to be original to the school
- Kitchen: Structural Glazed Facing Tile SGFT in good condition
- Storage room off of MPR: Concrete block on the inside is the same as that on the outside. There is significant efflorescence on the inside, which is a sign that there is a large amount of moisture passing through the block
- Toilet rooms: SGFT and metal partitions appear to be in good condition.
- The main office and misc. office areas: plaster lathe walls on wood framing.
- The corridors: thin, long brick on one side and standard brick on the opposite side

CEILINGS

1951 Building

Classrooms and MPR rooms have what appears to be painted Medium Density Overlay (MDO) boards fastened to the underside of the roof deck. There are a number of the boards/panels that are warped, damaged/stained due to leaks and moisture over the last 60 years. Acoustical panels have been suspended in the MPR in an effort to reduce the noise and/or minimize reverberation. It is not known how effective these panels are but usually, a space of this size requires significantly more panels to have a noticeable impact. The kitchen has plaster that appears to be in good condition. The main office, administrative areas and corridors have plaster lathe; damage and staining is evident from roof leaks.

1952 and 1956 Modular Classrooms

These rooms have exposed tectum roof planks and steel structure. The planks appear to be generally in good condition.

1991 Addition

The majority of these areas have suspended acoustical ceiling tile in an aluminum grid, with the exception of the Gym which has exposed structure and metal deck. The ceiling in the addition is in good condition.

LIGHTING

Lighting within classrooms is primarily surface mounted, multi-lamp fluorescent and is controlled via a single switch zone. Fixtures appear to be in fair condition. Lighting within hallways, offices, the cafeteria and mechanical/electrical rooms is

generally linear fluorescent. Fixtures appear to be in fair condition.

Gymnasium lighting consists of 2'x4' multi-lamp fluorescent fixtures. Fixtures appear to be in fair condition.

Lighting within the Boiler room consists of bare lamp fluorescent strips with single switch zone.

Interior lighting is currently not equipped with a means for automatic shut-off (ie: occupancy sensors)

PROGRAMS and OPERATIONS: Please provide a detailed description of the current grade structure and programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

The Cutler School currently serves students in grades K-5. The as the building was primarily designed and built before the implementation of modern special education programming and the Americans with Disabilities Act, there are several issues that impact the education of students at the school.

1. Handrails are missing from stairs to the MPR and at other stairs in the building.
2. There has been significantly high humidity in the modular classrooms, as well as inadequate heating, ventilation and temperature control. The school is providing new heating and ventilation and has added dehumidifiers as a part of the renovation project, however the existing thermal envelope construction (exterior walls, floor and roof) is very poor. The improvements made may not address all the issues with these classrooms.
3. Many doors throughout the building do not have closers, are not fire-rated where they should be, have inadequate hardware and are held open with foot-stops. The boiler room door in the 1951 building is original and in poor condition; the door and hardware should be replaced.
4. The faculty/conference room is located in a space that has electrical distribution panels. An 8' high partition was constructed to provide separation but the wall does not extend to the ceiling and does not meet code.
5. There is a lack of ventilation in the main office and Nurse's room. There is a single window A/C unit in most office spaces.
6. The administrative offices along the corridor of the 1951 building have large plate glass borrowed lites. One has tempered glass, while the others are not. They also do not have a fire rating.
7. Corridor doors in the 1951 building have a steep ramp directly in front of them, with no landing. These doors are held open with stones. The doors have no closers, have push-pull hardware (no latch), and are not fire rated.
8. Exterior guardrail over 1989 boiler room/storage room should be 42" high.

Handicap Accessibility

Requirements for handicap accessibility were non-existent when this school was originally constructed. In 1990, the Americans with Disabilities Act (ADA) was enacted into law by the Federal Government to provide civil rights protections and nondiscrimination on the basis of disability. Since 1990, the original regulations have been updated and new requirements and clarifications have been added. In addition, the Commonwealth of Massachusetts has developed their own regulations (521 CMR Architectural Access Board) that are in many instances more stringent than the ADA. Regulations are updated and added almost every year. Based on the most current regulations, we have found the following items to be in non-compliance or can be considered as barriers for the disabled:

- Knob hardware should be replaced with lever style hardware.
- Ramp in main corridor of 1951 building leading to classroom wing is very steep and has inadequate handrails; handrails do not extend and are the improper slope and height per code. As such, the entire classroom wing is not accessible to the disabled.
- The set of stairs in the main corridor between the entry door and the admin office has an inclined chair lift that appears to be 20+ years old. The lift is in poor condition, does not function well and is not used.
- Ramp at the MPR: railing stops $\frac{3}{4}$ of the way up the ramp; the handrail should be continuous.
- The nurse's office is not accessible by the disabled.

Because of the accessibility issues at the Cutler School, the HWRSD is precluded from housing the integrated preschool program and substantially separate special education programming at the school.

EDUCATIONAL SPACES: Please provide a detailed description of the Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

Typical classrooms are generally adequate in size ranging from 940 sf to 1000 sf.

There appears to be adequate space for supporting subject areas: art, music, SPED, gym but the other support areas is short on space and cramped. These include: main office, teacher work room, toilet rooms etc. The library / technology lab when combined are under size and the division of spaces is disruptive to its purpose.

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

The school is not currently overcrowded.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The Hamilton-Wenham Regional School District currently provides adequate annual maintenance on all school facilities. The District employs a full-time Director of Facilities, who works with the Assistant Superintendent for Administration and Finance to develop and implement an annual preventative maintenance program. Additionally, the Director of Facilities works in conjunction with building principals to address any unforeseen but necessary repairs. Both preventative and emergent maintenance work is coordinated through the use of the "School Dude" work order system. The District employs a team of three full-time maintenance workers to complete maintenance assignments as they are identified through the work-order system.

The HWRSD has also developed a Five-Year Capital Plan to identify and prioritize more extensive capital repairs and enhancements. The Hamilton-Wenham Regional School Committee has developed a plan to fund this list of approximately \$7 million in projects over the next five years. This plan includes funding the first \$3.5 million through debt exclusions and the remaining items through the District's Annual Operating Budget. The \$3.5 million in debt exclusion items will be put before Hamilton and Wenham Town Meetings in April of 2018 for approval.

Over the past 8 years, the Hamilton-Wenham Regional School District has completed several large-scale repair projects to school facilities:

Year Project School Cost

2011 HVAC System Cutler \$1,349,000

2014 Roof Winthrop \$587,000

2014 Roof Cutler \$546,000

2015 HVAC System Buker \$579,000

2015 HVAC System and Exterior Walls Winthrop \$1,959,000

All of these projects were financed through debt exclusions that were approved by the Towns of Hamilton and Wenham. The Cutler HVAC (2011), Cutler Roof (2014), Buker HVAC (2015), and Winthrop HVAC and Exterior Walls (2015) were all part of the MSBA's Accelerated Repair Program.

Priority 7

Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.

Because of the physical limitations of the Cutler School, the Hamilton-Wenham Regional School District avoids placing students with severe special needs at the school. Both the District's integrated preschool program and substantially separate special education programs are housed at another school in the District partly because of the physical limitations of the Cutler School Facility. Students with mobility issues can only access all spaces in the school with great difficulty. Younger students have difficulty reaching bathroom sinks and faucets. Ramps were built at too steep an angle. Handrails at ramps are not reachable. Doorknobs are not easily turned by a child's hands.

Not having a second school facility that would be able to house these programs severely limits the District in terms of being able to expand programming in these areas. Additionally, only housing these programs in one of our elementary schools limits the ability of the District to integrate a larger number of our "typically" developing students with our special needs programs. Students at the Cutler School are ultimately deprived of the ability to learn the skills of compassion, respect for differences and tolerance that comes as a result of daily living and learning with their peers who have diverse learning needs.

Priority 7

Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

The District has taken several measures to address some of the identified issues at the Cutler School. The school's HVAC system was totally renovated in 2010. As part of this project, new high-efficiency condensing boilers were installed, the steam heating system was converted to hot water, a Direct Digital Control (DDC) system control system replaced the pneumatic one, several rooftop air conditioners were added and older unit ventilators and roof exhaust fans were replaced with radiators and energy recovery ventilators. Additionally, the roof over the original and modular sections of the building was replaced in 2013. Renovations have also been completed so that there is at least one handicap accessible restroom on each level of the school. While the District is committed to maintaining the school through regular maintenance and repair projects, many of the existing shortcomings of the building cannot be fully remedied without replacing the entire building.

Priority 7

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

The Mission of the Hamilton-Wenham Regional School District is to "Educate our students to become young adults who demonstrate mastery of the knowledge and skills needed to be successful members of our global economy and engaged citizens of the 21st Century." As we strive to prepare all students to be "future-ready," we are constantly hindered by a facility that was designed and built 67 years ago. The educational program of today and the future requires programs that develop students' abilities to work cooperatively, using a myriad of technologies, in a setting where students can be fully integrated with their peers. School facilities need to be flexible to allow for multiple forms of teaching and learning. While the Cutler School has received several improvements to its physical systems in the past few years, most notably a new HVAC system in 2010 and a new roof in 2013, the original 1951 design of the school does not meet the standards for education required in 2018.

As mentioned in the review of the school's physical condition, the school is comprised of an original 1951 structure, two modular wings built in 1952 and 1956, and a 1989 addition. A 2011 review of the physical conditions of the School by the architectural firm of Dore and Whittier recommended both modular additions be demolished and rebuilt. "While considering all the issues observed at these classrooms as a whole, we believe it would be more cost effective to eliminate these modular classrooms entirely and build new. It is evident by their type of construction, that they were never intended to be permanent classroom structures, or at least not for the Northeastern United States." (Dore and Whitter, 2011) The architects expressed concerns regarding adequate drainage around these structures, inefficient insulation and window systems, and numerous other code violations that would not be acceptable in school construction today.

The "piecemeal" design of the Cutler School also creates problems. The school is sited on an uneven grade, which has created different levels within a single story structure. As the 1952 and 1956 additions were added to the building, stairs were used to connect the different wings. Later efforts to retrofit the school with ramps fall far short of meeting modern ADA Accessibility and building code requirements. The corridor leading to the classroom areas is at the top of a ramp that is too steep to meet modern code requirements. This means none of the classrooms in the school are handicap accessible. In another case, a ramp was constructed to cut through an existing classroom to allow access to one of the modular wings. The addition of the 1989 gymnasium and classroom addition also caused accessibility problems. This addition created a new main entry space for the school. The entry is located at the top of a slope that is also too steep to meet ADA requirements. Finally, the only corridor leading to the school cafeteria contains several stairs. An wheel chair accessible lift was retrofitted to these stairs, but the advanced age of the unit has led to periods where it is out of service for repairs.

In addition to the difficulties for those with mobility issues posed by the Cutler School, there are many other accessibility issues in the school. Most classrooms and the school nurse's office in the building are equipped with individual restrooms, none of which are sized to meet ADA requirements. A retrofit of restrooms located in public areas of the building has been done to provide the school with several accessible restrooms. One set of undersized restrooms located in the modular addition is not equipped with a sink, making proper hand washing impossible. Other fixtures in the building, including door handles and sinks are also not handicap accessible.

The design of the Cutler School also makes it difficult to ensure the safety of students from outside intruders. The entry space created in 1989 is not adjacent to the main offices of the school. Visitors to the school are identified and granted access to the building by the school secretary through means of a closed circuit camera and electronic door lock system. Once the visitor has been granted access to the building, however, they have direct access to the kindergarten classrooms that are located adjacent to the gymnasium and have relatively unrestricted access to the entire building without needing to enter the main office.

The design of the Cutler School also does not account for many of the educational spaces necessary for delivery of education in 2018. While inclusion is our primary method for delivering Special Education Services, there is still a need to deliver pullout

services. In order to accommodate this need, full size classrooms have been subdivided with temporary partitions. These spaces are less than ideal as they do not provide the privacy necessary to deliver specialized instruction to students. They also do not provide the soundproofing necessary for the administration of special education assessments, which calls the results of these assessments into question. In an effort to create spaces for students to work in small groups, school administration has turned any and all available space into learning areas. To this end, small group meeting areas have been created in hallways and in the front entry foyer of the building.

In addition to the lack of small group instructional spaces, the school lacks sufficient space for meetings. The one conference room that exists in the school is a section of the school's media center that has been divided off by a temporary wall. In order to access this room, meeting participants must first cross through the school's library and into the adjoining computer lab. This meeting space violates the privacy of meeting attendees.

The school's library and media center are currently housed in separate, adjoining classrooms. The physical layout of these spaces makes it impossible for the school's library media specialist to adequately supervise students working in both spaces. This supervisory issue limits the delivery of the Library Media Curriculum in the school.

REQUIRED FORM OF VOTE TO SUBMIT AN SOI

REQUIRED VOTES

If the SOI is being submitted by a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only. FORM OF VOTE Please use the text below to prepare your City's, Town's or District's required vote(s).

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, prior to the closing date, the _____ [City Council/Board of Aldermen, Board of Selectmen/Equivalent Governing Body/School Committee] of _____ [City/Town], in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated _____ for the _____ [Name of School] located at _____ [Address] which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future

_____]; *[Insert a description of the priority(s) checked off on the Statement of Interest Form and a brief description of the deficiency described therein for each priority]*; **and hereby further** specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

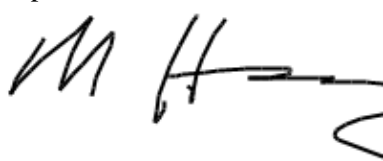
Chief Executive Officer ***School Committee Chair****Superintendent of Schools**

Michael Harvey

Joshua Liebow

Michael Harvey

Superintendent of Schools





(signature)

(signature)

(signature)

Date

Date

Date

3/29/2018 2:28:09 PM

3/29/2018 3:04:02 PM

3/29/2018 2:27:06 PM

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

5 School St. Wenham, MA 01984
(978) 468-5310

School Committee Goals for 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.
- Communication:
 - 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.

DONATIONS

School Committee Meeting
January 16, 2019

HW Friends of the Arts	\$264.00
• Contribution for HW Gives Back posters	
Town of Wenham	\$500.00
• HS Band marching in the 375 th anniversary parade	



Hamilton-Wenham Regional High School

Non-Renewable

Scholarship Establishment Form

Name of Scholarship: Adam Snavelly, MD Memorial Scholarship

Organization or Individual Name(s): Daniel, Lindsey and Evan Snavelly

Contact Person (if different from above): Daniel Snavelly

Mailing Address: 2 Woodside Lane, Wenham, MA 01984

Phone: 978-500-7035 Email: dans@emtexinc.com
Evan -> evan.snavelly@gmail.com

Scholarship Description (Reason for establishment, donor history, information about memorialized person, etc.):

This scholarship is given in the memory of Adam Snavelly, M.D., valedictorian of the class of 2001. He is remember by his parents Daniel and Lindsey, brother Evan, and many other family, friends and colleagues in Hamilton-Wenham and beyond. Adam devoted his career in medicine and personal life to helping individuals and promoting positive change in the community around him. To honor the memory of Adam, this scholarship is given to a senior who demonstrates academic achievement, financial need and the passion to help others.

(Suggestions for a memorial - where/when was the person born, where did they live, what was their education/occupation/personal interests/family life and what is their connection to the community or HWRHS.)

My/Our intention is to give this scholarship: once only; for a limited number of years only;
☒ each year for as long as I/we can provide funding

Eligibility Criteria (Please check all that apply):

Category	Details
<input checked="" type="checkbox"/> Academic success	
<input type="checkbox"/> Leadership roles	
<input checked="" type="checkbox"/> Personal character	
<input type="checkbox"/> School involvement	
<input type="checkbox"/> Community service	
<input type="checkbox"/> Intended major/field of study/career path	
<input checked="" type="checkbox"/> Commitment to a certain cause	
<input type="checkbox"/> Participation in extra-curricular activities	
<input type="checkbox"/> Life experiences/interests	
<input checked="" type="checkbox"/> Financial need	
<input type="checkbox"/> Other	

Scholarship Funding Options:**Donor held funds:**

___ \$ _____ (each) will be given to ___ recipient(s) once only during the _____ school year

___ \$ _____ (each) will be given to ___ new recipient(s) each year beginning with the _____ school year.

___ Donor is relying on fundraising efforts for this award and will inform the Guidance Office each January of the amount to be awarded.

___ Other: _____

District or foundation held funds:

☒ District

___ Foundation

___ Donor will provide funding for the purpose of maintaining a scholarship in the amount of \$ _____ (each) to ___ new recipient(s) each year until the funds are dissolved.
(The amount of the final award may be more/less depending on the fund balance.)

☒ Endowment – This type of fund is meant to be permanent leaving the principal untouched. Donor designates that \$ 3,000.⁰⁰ from the deposit should be used to fund the first year's award and further understands that future awards will be dependent on the amount of interest earned. Donor may designate that a minimum award be given regardless of interest earned understanding that principal may be affected.
☒ Yes, please give a minimum award of \$ 3,000.⁰⁰ each year.

Application Process:

☒ This scholarship will be added to the Hamilton-Wenham Regional High School's Common Scholarship Application using the description provided on page one of this form.

___ Donor/Representative wishes to provide their own application or other means of gathering potential candidates.

___ Non-Application Option - Donor/Representative prefers that the high school's Scholarship Selection Committee choose a recipient from the current senior class using the eligibility criteria set forth herein.

Selection Process:

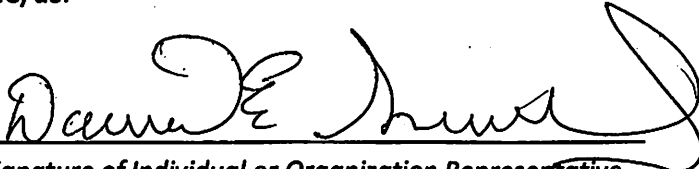
☒ Donor/Representative will choose recipient(s)

___ Donor/Representative has chosen above to allow the high school's Scholarship Selection Committee to choose a recipient and further acknowledges that if funds are held by the District that the Committee has the authority to split larger amounts between several recipients.


Acknowledgments:

My/Our signature(s) below confirm(s) that the information provided on this form is accurate and represents my/our preferences.

I/We hereby acknowledge that any scholarship funds deposited into a District account will be disbursed only to scholarship recipients as set forth herein and will not be released to any other party or returned to me/us.


 Signature of Individual or Organization Representative

12/18/18
 Date


 Signature of Individual or Organization Representative

12/18/18
 Date

 Signature of Individual or Organization Representative

 Date

 Signature of Individual or Organization Representative

 Date

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, sexual orientation, age or disability.