



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

PUBLIC HEARING ON SCHOOL CHOICE & SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Wednesday, January 30, 2019

6:30 PM

1. Call to Order – Public Hearing on School Choice 6:30
2. Pledge of Allegiance
3. Approval of Warrants
4. Citizens' Comments
5. Chair's Report
6. Superintendent's Report
7. Consent Agenda
 - a. Minutes
 - December 4, 2018 Exhibit A
 - December 5, 2018 Exhibit B
 - December 19, 2018 Exhibit C
 - January 2, 2019 Exhibit D
 - January 16, 2019 Exhibit E
8. New Business
 - a. Smoking By-Law – Bryan Menegoni Exhibit F
 - b. Vote on School Choice for FY20
 - c. FY20 Budget Review Exhibit G
 - a. FY20 Operating Budget
 - b. Adjourn into Executive Session for the purpose of discussing the potential purchase of #1, #3, & #5 Longmeadow Way and return to open session. The Chair has determined that discussing this potential purchase in Open Session would be detrimental to the District's negotiating position. (Executive Session Purpose #6).
 - c. Longmeadow Update
 - d. Donations Exhibit H
 - DECA – Business Professional Donations \$2,970
 - Friends of HWRHS MS - \$1,000
 - Friends of Cutler - \$86.25
 - FOTA-Grant approval for Tuba @ RHS Band \$2,999.99
9. Other
 - a. Topics for next meeting
10. Vote to Adjourn to Executive Session for the purpose of discussing strategy relative to contract negotiations with the Superintendent and not return to open session. (Executive Session Purpose #2).

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.

**JOINT MEETING
HWRSD School Committee
Hamilton & Wenham FINCOM & BOS
Buker Elementary School Multi-Purpose Room
Tuesday, December 4, 2018 7:00 PM**

HWRSD Committee

Michelle Bailey
Stacey Metternick, Secretary
Gene Lee, Vice Chair
David Polito, Chair
Jeanise Bertrand
Peter Wolczik, Assistant Secretary

Hamilton FINCOM

Phillip Stearns
John Pruellage
David Wagner
Darcy Dale

Wenham FINCOM

David Molitano
Carrie Jelsma
Alex Begin

Also Present:

Michael Harvey, Superintendent, HWRSD
Joseph Domelowicz, Town Manager, Hamilton
Peter Lombardi, Town Administrator, Wenham
Shawn Farrell, Hamilton Board of Selectmen (not participating/no quorum)
Scott Maddern, Hamilton Board of Selectmen (not participating/no quorum)
Catherine Harrison, Wenham Board of Selectmen (not participating/no quorum)
Patricia Moore, Finance Director/Treasurer/Collector, Town of Wenham
Catherine Tinsey & Mahala Lettvin, Recording Secretaries

1. Call to Order

David Polito calls the Hamilton-Wenham School District Committee meeting to order at 7:12pm.
Phillip Stearns calls the Hamilton Finance and Advisory Committee meeting to order at 7:12pm.
Alex Begin calls the Wenham Finance and Advisory Committee meeting to order at 7:12pm.

2. Overview from the Town of Wenham regarding the Town's FY20 budget parameters, budget drivers, pressing issues, fiscal challenges and opportunities.

Peter Lombardi, Wenham Town Administrator, presents the Wenham Budget Forecast (Preliminary FY20 Budget):

- Overview of FY19 Budget;
- FY20 Budget Drivers: Major Expense Increases;
- HWRSD Enrollment Trends;
- Additional Budget Impact due to Enrollment Shifts;
- FY20 Budget Forecast: Revenue Assumptions;
 - Discussion: modification to the senior circuit availability to take effect FY20;

- Use of Free Cash and Excess & Deficiency;
 - Discussion: historically the town has used free cash to balance their budget. Over the past few years, beginning in 2015, both Free Cash and Education Stabilization funds have been used as a revenue source. For this coming fiscal year, policy dictates that the town is to reserve a minimum of \$1 million, and thus the town's operating budget will be funded at about \$700,000.00;
- FY20 Budget Forecast Implications;
- Expenditure Projection;
- Challenges to Delivering a Balanced Budget:
 - Peter Lombardi points to challenges, specifically FY18 Free Cash certified at \$982,000.00 and health insurance premiums projected to increase by 8%;
- FY20 Budget Building Process;
 - Wenham returned to standard process/schedule and asked department heads to prepare level services budget;
 - BOS will consider initial FY20 Departmental requests over the next month, and has a series of policy decisions regarding ability to fund capital needs;
 - Once HWRSD establishes budget requests and if an operating override appears likely, BOS will need to determine next steps.

3. Overview from the town of Hamilton regarding the Town's FY 20 budget parameters, budget drivers, pressing issues, fiscal challenges and opportunities

Jospeh Domelowicz Jr., Hamilton Town Manager, reviews the Town of Hamilton's FY20 Budget Preview:

- FY20 Budget Guidance & Drivers;
 - Discussion regarding recycling costs, as recycling is not currently being picked up;
- FY20 Budget Projections;
- Historical Expense Increases;
- Town of Hamilton Requests of HWRSD: Education is a crucial aspect in our community, however, Mr. Domelowicz points to the other pillars necessary for a community to function. With this in mind, Town of Hamilton is requesting actions and information from HWRSD including:
 - Request voters approve OPEB budget;
 - Request voters to approve specific capital items (do not assume existing debt roll off as run rate expenses);
 - Planning, including:
 - 3-5 year operating and capital budgets within context of declining enrollment;
 - Views on capital stabilization;
 - Views on facilities master plan with declining enrollment;
 - Also requests updates collective bargaining, special needs initiative, school resource officer that has already been funded, potential for shared services;
- Budget Process Moving Forward
 - Joint BOS, FINCOM, and HWRSD meeting scheduled 02/05/2019.

4. Overview from HWRSD Leadership regarding vision, plans, pressing issues, budget parameters for FY20, and beyond.

Jeffrey Sands could not make it this evening. Dr. Harvey presents FY20 Operating Budget: *Cost categories expected to have the greatest impact on Annual Increase:*

- Salary costs
 - Including COLAs, STEP, and Salary Scale Movements

- Dr. Harvey explains complexity in planning for staff who are retiring, moving up on pay scale, etc.
 - Assumptions for Union Contract not yet settled;
- Healthcare costs;
- Out-of-District Placement Tuitions
 - Dr. Harvey explains there are a lot of students attending, as well as the tuition of students attending elsewhere;
- OPEB Recommendation.

FY20 Budget recommendation presentation to the School Committee will be Wednesday, 12/19/18.

FY20 Budget - Enrollment Shift (enrollment data sent to towns on 10/26/18).

FY20 Budget: Calendar (draft) Department of Revenue has deadlines in place, HWRSD has been consistent about timely application. Dr. Harvey invites all members to attend this and be heard in the process.

5. Next Steps: budget development schedules and potential follow-up meeting later in cycle

David Wanger inquires about per pupil costs. Discussion surrounding the purpose and usefulness of this information; standards, DESE methods and dissemination. David Wagner stresses the importance of his request given the decreasing enrollment and higher salaries for teachers. Further discussion about the information being requested, metrics, comparative issues, additional problems in relying on data, etc.

Michelle Bailey points out the District's efforts to raise revenue, highlighting that HWRSD accepted middle school choice students this year. General update on school choice program.

Alex Begin points out that the towns and townspeople are often asking for information like cost per pupil, and suggest that it might be worth developing system to best provide this. Discussion regarding relevance of information, complexities, comparative data, statewide averages, other districts, etc. Gene Lee explains the complexities in comparing cost per pupil data. In order for HWRSD to provide the information requested, many variables need to be considered (level services could include various sports, special ed services, LEP, etc.). PPE data is useful for locating trends, but becomes challenging to qualify every element.

Alex Begin and Josphe Domelowicz Jr. reiterate the importance of the information and ask for HWRSD Committee Members' opinions and guidance to best approach and understand this information.

David Polito reviews the 2017 DESE data on cost per pupil:

State average:	\$16,014 state average
HW:	\$17,600
Ipswich:	\$17,100
Manchester/Essex:	\$17,400

David Wagner requests HWRSD balance the desirability of a fine education system, population, and the numerous concerns and priorities of the towns. Further discussion regarding demographics of towns, out-of-district placements, programs to save money, etc.

Discussion regarding the recently implemented program in HWRSD to meet the needs of students who would otherwise be placed out-of-district. This allowed 9 students to remain in district this year - a significant savings compared to the costs of out-of-district placements. Towns are in support of these initiatives and proper investments in programs like these will help everyone. Request of HWRSD to provide more detailed updates and explanations regarding the hiring of teachers, savings associated, projected costs, and future steps.

Update: Cutler School Statement of Interest. Meeting and tour of Cutler occurred 10/12/2018 and the District has not yet heard back.

6. Vote to Adjourn

I MOVE TO ADJOURN THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING AT 8:25 PM.

**MOTION by Gene Lee; SECONDED by Jeanise Bertrand.
Unanimously approved by 6 members present.**

*Wenham FINCOM motions and meeting adjourns at 8:25pm.
Hamilton FINCOM motions and meeting adjourns at 8:25pm.*

Exhibits:

- Town of Wenham Board of Selectmen and Finance & Advisory Committee Agenda
- Wenham Budget Forecast
- Town of Hamilton FY20 Budget Preview
- Hamilton Wenham Regional School District Packet
- FY2020 Budget Preparation & Town Meeting Schedule [Budget Development Phase] 12.04.2018

Respectfully submitted by Mahala Lettvin this 7th day of January, 2019.

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

Present:

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

Also Present:

Michael Harvey, Superintendent
Jeffrey Sands, Assistant Superintendent

1. Call to Order

7:00pm

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

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Approval of Warrants

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

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

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

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

4. Citizen's Comments

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None.

5. Chair's Report

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

6. Superintendent's Report

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

7. Consent Agenda

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

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

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

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

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

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

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

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

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

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

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

Discussion surrounding details of the gymnastics team.

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

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

8. New Business

A. District Assessment Results Presentation

Exhibit I

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. FY19 Financial Forecast

Exhibit K

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

- Summary by DESE Budget Category

D. October 1 Enrollment Report

Exhibit L

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

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

Dr. Harvey presents information:

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

E. Longmeadow Update

Exhibit M

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

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

F. Superintendent's Goals for 2018-2019

Exhibit N

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

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

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

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

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

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

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

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

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

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

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

Exhibit O

I. Donations

Exhibit P

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

Exhibit P1

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

MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.

Unanimously approved by 6 members present.

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

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

Exhibit P2

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

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

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

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

Exhibit P3

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

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

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

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

Exhibit P4

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

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

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

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

Exhibit P5

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

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

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

9. Other

A. Topics for Next Meeting

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

10. Adjourn

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

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

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

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

Present:

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

Also Present:

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

1. Call to Order

6:30pm

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

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Approval of Warrants

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

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

The following warrants were approved:

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

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

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

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

MOTION by David Polito; SECONDED by Jeanise Bertrand

Stacey Metternick: Yes

Michelle Bailey: Yes

Gene Lee: Yes

David Polito: Yes

Jeanise Bertrand: Yes

Kerry Gertz: Yes

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

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

5. Citizen's Comments

None.

6. Chair's Report

None.

7. Superintendent's Report

Letter from MSBA regarding SOI for Cutler School

Exhibit A

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

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

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

8. Consent Agenda

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

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

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

9. New Business

A. Fall 2018 Athletic Team Recognition

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

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

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

Exhibit F

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

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

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

C. DECA Students to update on Program

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

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

D. Superintendent's Recommended FY20 Budget

Exhibit G

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

- Slide 1: HWRSD Budget Process Overview

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

Hamilton Wenham School Committee
12/19/2018 Meeting Minutes
Page 3 of 7

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

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

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

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

Michelle Bailey asks for actuals from FY18.

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

Discussion: technology being built into budget

Review topics for next meeting (listed at end of minutes herein).

Review FY20 Budget Calendar, 01/02/2019 and beyond.

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

Exhibit H1-H2

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

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

Discussion regarding elementary parent teacher conferences and scheduling issues.

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

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

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

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

F. Set Superintendent's Salary for 2018-2019

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

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

G. Warrant for SC Nomination Papers

Exhibit I

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

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

H. Report on Student Handbook Changes

Exhibit J

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

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

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

Michelle Bailey asks about biliteracy.

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

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

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

I. Donations:

Exhibit K

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

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

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

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

- *Girls Basketball- Comparato Family \$600.00*

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

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

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

- *The Friends of Winthrop \$310.00*

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

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

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

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

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

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

Thank you to Curt Alexander for this generous gift!

- *Hockey Boosters \$2,000.00*

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

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

Thank you to The Hockey Boosters for this generous donation!

10. Other

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

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

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

- C. Capital Planning-Finance & Turf Field

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

- D. Negotiations

No update.

- E. Policy

Discussion: MASC status update.

11. Topics for Next Meeting

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

12. Adjourn

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

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

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

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, January 2, 2019 7:00pm**

Present:

Jeanise Bertrand
Gene Lee, Vice Chairperson
Michelle Bailey
Peter Wolczik, Assistant Secretary

David Polito (late arrival)

Stacey Metternick (late arrival)

Kerry Gertz (late arrival)

Also Present:

Michael Harvey, Superintendent
Jeffrey Sands, Assistant Superintendent

1. Call to Order

7:00pm

Gene Lee calls the meeting to order at 7:03 pm.

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Approval of Warrants

The following warrants were approved:

Voucher #	Amount
14	\$9,447.25
1025	\$370,787.24
1026	\$771,569.37
2651	\$509.60
2652	\$558.50
2653	\$16,069.50
2654	\$131,316.39
2655	\$39,127.42

4. Citizen's Comments

Marisa Politis, 54 Beech St Hamilton: appears representing herself and neighbors with regards to the removal of bus stops for bus #12. All parents have written or called with the collective opinion that the new bus stop is unsafe, often requiring young students to walk ¼ mile. Asks the following questions of

School Committee: (1) What initiated this bus stop change; (2) Why did the process not include parents; 3) The assessment did not involve parents, who suffer the impact of safety concerns.

Ajit Pillai, 133 Lake Shore Ave, Hamilton: States his concern that parents are not informed of the logic behind the change in bus stops, which have been there for 25 years. Parents received only 3 week's notice, which was given in the middle of the school year.

Marisa Politis: adds that the 3 week's notice given in the busy month of December ignores the already hectic schedules of parents during this time.

Edward Politis, 54 Beech Street, Hamilton: There are currently 11 families relying on the Forest Street bus stop, which is a busy road for commuting. States that the information provided mentioned that the Assistant Superintendent took a drive with Salter Transportation, but inquires as to what further data is available to support this change.

David Polito states that citizens' comments have been noted, but discussion is not a common practice.

Stacey Metternick asks for detailed information to be forwarded to the School Committee, as she was unaware of this issue.

Marisa Politis: adds that parents received information that the Village Lane and Forest St. bus stop was deemed unsafe. She counters this claim by detailing the bus stop, which contained a curb and 6-foot grassy area. She notes that the new bus stop is located in a heavily trafficked area where children often need to stand on the street.

Dr. Harvey states that this is an operations concern, with Jeff Sands adding that the appropriate process to address this would be to first consult Jeff, then superintendent Dr. Harvey. David Polito reiterates that citizens should be speaking to the Assistant Superintendent and Superintendent directly, as this is an operations issue.

Loren Kennedy, 86 Village Ln. Hamilton: echoes concerns previously stated about the bus stop change.

David Polito explains that the next steps for concerned citizens would be to speak directly with Jeff Sands and Dr. Harvey.

5. Chair's Report

None.

6. Superintendent's Report

- 01/07/2019, 7:00pm: Dr. Harvey was invited to attend the Hamilton Board of Selectmen meeting at Hamilton Town Hall. Gene Lee will also attend, and any members who are interested are welcome as well.
- 01/08/2019, 6:00pm: Massachusetts Association of School Superintendents will hold a meeting regarding the state aid funding formula and calling on state lawmakers to address grave inequalities. There will be 3 public forums across the state featuring panel discussions, with the local forum being held at Malden High School.
- North Shore Education Consortium: Dr. Harvey, member of the board of directors, is required to share the annual report. Michelle Bailey inquires as to any notable information, with Dr. Harvey highlighting the graph on page 8 of packet (page 7 of report) in the [School Committee Packet](#).

7. Consent Agenda

Gene Lee inquires as to the status of previous meeting minutes, with discussion on contact attempts with recording secretary.

A. Town 2018 Reports

Exhibit B & B1

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA- TOWN 2018 REPORTS; THERE CAN BE NO FURTHER DISCUSSION OF THESE ITEMS.

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

8. New Business

A. FY20 Budget Discussions

Exhibit C

Jeff Sands provides overview of FY20 Budget presentation, including: FY20 budget process overview; status of budget process; superintendent's recommendation; and expense category analysis.

a. School Resource Officer

Russ Stevens, Hamilton Chief of Police and Tom Perkins, Wenham Chief of Police provide School Resource Officer presentation:

- Definition of SRO;
 - Thank you to the School Committee for implementing ALICE, as this has made a huge difference in emergency preparedness;
- Goal of SRO program;
- SRO roles on campus;
- Common misconceptions of SRO program;
- Why do SRO programs work;
 - Highlights that SROs *do not* discipline students;
- Building relationships;
- Citizenship
 - Highlights the idea of citizenship and how the SRO emphasizes ideas

Michelle Bailey asks what a typical day may look like for the SRO. Chief Russ Stevens explains this could vary by school, and is largely dependent on the school's needs and administration collaboration.

Michelle Bailey asks for an explanation on the difference between SRO and Community Policing. Chief Stevens explains that the SRO is a component of Community Policing; a more specific role in a larger approach.

Gene Lee asks how success is measured in this program. Chief Stevens explains that parents, administrators, and students are all involved in determining the success of a SRO. Explains that the SRO is a unique position that necessitates a unique individual.

Discussion regarding job post, hiring process, terms of employment, rotation back to field when schools are not in need of services, financial components of contract, etc.

Tom Perkins, Wenham Chief of Police echos the importance of the SRO.

Kerry Gertz asks if the District is lacking in certain areas, or if the position would be an additional benefit. Chief Stevens states that the current lack of a SRO is the one area where there can be improvement for the District.

Stacey Metternick asks when the SRO is not in the schools if they will be working as an officer for the towns, and if so, the associated change in cost burden to HWRSD.

- *HCA with Green Meadows Farm*

Scott Maddern offers a shout out to Hamilton Police Chief Russ Stevens for his commitment, dedication, and show of respect. Mr. Maddern continues with an overview of the Green Meadows Farm funding:

Funding for the SRO is through an impact fee, not by increasing local taxes. Green Meadows Farm is currently undergoing the marijuana sales permitting process, and expect to be in operation next year. The percentage allocated to the Town of Hamilton will fund the SRO position. Discussion regarding whether the SRO will appear on the HWRSD budget; timeline for Farm becoming profitable; legality; scenarios impacting potential funding; etc.

Michelle Bailey asks if Mr. Maddern has seen the Massachusetts Association of School Committee recommendation on proposed template on SRO/municipal agreements. Mr. Maddern stats that this was not provided to him for review.

Gene Lee asks Mr. Maddern if the rest of board and FINCOM of Hamilton are in agreement in baring the full cost of the SRO. Mr. Maddern states that Wenham provides funding for a SRO, and although Hamilton has not in the past, they will do so with funding available.

- b. *Special Education*

- *Out of District Placement and Tuitions*

Stacy Bucyk, Director of Student Services, provides overview of the out-of-district placement and tuition costs presentation:

1. Mission of Student Services;
2. IEP Process overview;
3. Disagreement/appeal process;

Stacey Metternick inquires about litigation, with Ms. Bucyk explaining that the amount of appeals requested that end up in the hearing phase is very low. Further explanation of hearing requests and process implemented to resolve cases.

Discussion regarding settlements and the legal costs associated. Peter Wolczik asks what type of accommodations students are offered during the appeal process, with Ms. Bucyk explaining that this is dependent on the situation, namely whether an IEP has been put in place.

4. Tuition Costs - Budget versus what has been spent

- Overview of current range in tuition based on FY19 current amounts;
- Ms. Bucyk explains the tuition costs broken down by level (consortium, day programs, residentials, etc.)

5. Out-of-District placements: Settlement Agreements

Stacey Metternick asks for more regular updates, with Ms. Bucyk agreeing to come whenever requested. David Polito disagrees that presentations have decreased; discussion regarding quality of information being provided. Discussion regarding percentage of students placed out of district, strategies moving forward, etc.

6. Type of Out-Of-District placement

- Different breakdowns provided for placements;
- Discussion regarding cost savings of providing programming to meet the needs of students. Ms. Bucyk agrees to provide cost savings analysis (specifically in bringing 1

- student back to Hamilton Wenham with the implementation of services this year) as part of her annual reporting;
 - Discussion: possibility of becoming tuition school.
- 7. OOD by disability
 - Health impairment;
 - Specific learning disability (broken down by category);
 - Autism
- 8. Year-to-date update:
 - Therapeutic Learning Center;
 - Language Based Learning (5 students currently);
 - RISE program;
 - Professional development needs.

Ms. Bucyk agrees to implement information on cost savings and program savings in the annual report. Discussion regarding next steps, what district is hoping to provide in future, total students (and percentage) involved with IEP, and total placed out-of-district. Discussion regarding comparative districts and variables to consider. Discussion regarding student services, strategies to best meet the needs of students, effective programming, SRO, etc.

Ms. Bucyk thanks the School Committee for their time, and recognizes Maureen Smith, Elementary Special Education Coordinator, who is present this evening.

c. OPEB Trust Fund

Jeff Sands provides overview Other Post Employment Benefits presentation, details to be found in pages 34-38 of the [School Committee Packet](#).

- Overview of background information;
- Overview of recommendations to the School Committee:
 - Engage with Rockland Trust Management Group;
 - Accept 20 year funding strategy;
 - Approve year 1 OPEB Funding Recommendation;
 - Develop School Committee OPEB Trust Funding Policy;
 - Establish Trust Fund by June 30, 2019;
 - Deposit first Employer Contribution by July 1, 2019.
- Review 30-Year Funding Strategy Proposal:
 - Discussion re: current costs budgeted, benefits of pay-as-you-go method, funding through operating budget, retirement ages, life expectancy changes, single payer health care system, etc.

Discussion regarding larger goal of OPEB strategy; scenarios impacting investment strategy; level service budget; etc. Discussion focuses back to funding SRO position, with Dr. Harvey explaining that a memorandum of understanding would need to be directing the details of the Town of Hamilton and HWRSD.

d. Updated Capital Project List

Includes projects falling under the categories: facilities and grounds, technology, food service, athletics, and master plan. Jeff Sands reviews funding sources and the schedule of capital projects. Would like the committee's direction to include prioritization, approach, and any changes based on recent conversations.

● *Capital Planning Subcommittee Recommendations*

Stacey Metternick: reports that group met in the summer and again last week. There were many questions that were not answered in time. Reports that the committee recommends a District Strategic

Planning Committee (to include community members, school committee members, students, admin, staff) to determine long term goals and how to get there. Discussion regarding operating budget and capital costs associated with projects being moved to operating budget.

Stacey Metternick requests more detailed explanation of the building energy management systems. Jeff Sands explains that this is for additional work to complete the project that is not covered by the grant funding.

Stacey Metternick continues speaking about capital costs, identifying some capital costs that could be moved into the operating budget: sinks, countertops and water bubblers; furniture; repair of gymnasium floor; Ipads and classroom hardware.

Gene Lee and Jeff Sands point out that should these items move to the operating budget, that budget would increase significantly. Stacey Metternick requests more advanced notice, as the group had to meet during December break with little information or preparation. Discussion regarding the charge of subcommittee groups.

The capital planning subcommittee does not have a recommendation on this issue.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO NOT HAVE A DEBT EXCLUSION FOR FY20 BUDGET.

MOTION by Michelle Bailey; SECONDED by Stacey Metternick.

Discussion regarding the broad nature of the motion and potential complications.

I MOVE TO AMEND THE MOTION ON THE FLOOR TO: THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO LIMIT NOT GOING INTO DEBT EXCLUSION TO THE ITEMS ON THE CAPITAL LIST HIGHLIGHTED IN YELLOW FOR FY20 BUDGET.

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

**ORIGINAL MOTION:
3 members approving; 4 opposing. MOTION FAILS**

Gene Lee points out that HWRSD needs to figure out why the debt exclusion failed last year. He believes, based on conversations with Hamilton that their concerns were: (1) overall cost, (2) not understanding some of the items, and (3) lack of real prioritization with items. Gene Lee states there are ADA required components to the list, and suggests moving forward with three separate warrants: (1) technology; (2) critical infrastructure; (3) safety and security.

Michelle Bailey leaves the meeting at 10:15pm.

Dr. Harvey will circulate the list developed last year with items broken down by above listed categories to all School Committee members. Will be discussed in more detail at the next meeting.

Stacey Metternick inquires as to whether there will be a workshop for examining the budget in greater detail, with Dr. Harvey stating that there will be one, but the date is yet to be determined.

B. Adopt Tentative FY20 Budget

Jeff Sands reviews the regional agreement requiring the School Committee to adopt a tentative budget not less than 30 days prior to the date the committee adopts its final budget (02/13/19). Our next meeting is 1/16/2019, and because of the language, the committee is required to adopt a tentative budget tonight. Jeff has typed up a motion with the numbers as presented.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE A TENTATIVE FY20 TOTAL GENERAL FUND EXPENDITURE BUDGET OF \$34,268,132. THIS AMOUNT INCLUDES GENERAL FUND OPERATING EXPENSES (AFTER OFFSETS) IN THE AMOUNT OF \$33,869,760 AND GENERAL FUND DEBT SERVICE EXPENSES IN THE AMOUNT OF \$398,372. FURTHERMORE, THE GROSS OPERATING EXPENSES OF THE DISTRICT (BEFORE OFFSETS) HAVE BEEN ALLOCATED TO THE DESE-DEFINED ACCOUNTS ACCORDING TO THE “SUMMARY BY DESE CATEGORY” CHART INCLUDED IN THIS BUDGET PRESENTATION.

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.
Approved by 4 members; Opposed by 2 members.**

C. Approve the Seal of Biliteracy Diploma Endorsement

Exhibit D

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE SEAL OF BILITERACY DIPLOMA ENDORSEMENT AS STATED IN EXHIBIT D.

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

D. Donations

Exhibit E

- Leuders Environmental Landscaping \$50.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE LEUDERS ENVIRONMENTAL LANDSCAPING IN THE AMOUNT OF \$50.00.

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

Thank you to Leuders Landscaping for this generous donation!

9. Other

a. Topics for Next Meeting

- Project financing: Winthrop Sprinkler Project
- Hilltop securities visit
- FY20 Public Budget Hearing #1
- Capital Projects Prioritization
- Summary of Administrator Requests not included in FY20 Budget Recommendation
- Workshop TBD, tentatively scheduled for 01/23/19

Stacey Metternick leaves the meeting at 10:22pm.

10. Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 10:22 PM.

**MOTION by Gene Lee; SECONDED by Kerry Gertz.
Unanimously approved by 5 members present.**

Respectfully submitted by Mahala Lettvin this 10th Day of January, 2019.

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, January 16, 2019 6:30pm**

Present:

Jeanise Bertrand
David Polito, Chairperson
Gene Lee, Vice Chairperson (late arrival 7:04pm)
Michelle Bailey
Stacey Metternick, Secretary
Peter Wolczik, Assistant Secretary
Kerry Gertz (late arrival 6:53pm)

Also Present:

Michael Harvey, Superintendent
Jeffrey Sands, Assistant Superintendent

1. Call to Order

6:30pm

David Polito calls the public meeting to order at 6:36 pm.

2. Public Meeting on FY20 Budget Exhibit A

David Polito provides an introduction to the Public Hearing on HWRSD FY20 Budget.

Jeffrey Sands and Dr. Michael Harvey review the FY20 Budget Presentation (previously presented in 12/19/2018 and 01/02/2019 School Committee meetings, and the 12/04/2018 Joint FINCOM/BOS meeting)

- ☐ HWRSD Budget Process Overview
 - ☐ History of budget process, current status, and the next steps
- ☐ FY 20 Budget Superintendent's Recommendation
 - ☐ Level Service
 - ☐ OPEB Trust Fund
 - ☐ School Resource Officer;
- ☐ FY20 Budget: Expense Category Analysis (Level Service + OPEB + SRO: Gross Operating Expense Budget);
- ☐ FY 20 Budget: District Totals (Level Service + OPEB + SRO: Gross Operating Expense Budget);
- ☐ FY20 Budget: District Totals Net Operating Expense Budget (Level Service + OPEB + SRO: Net Operating Expense Budget);
- ☐ FY20 Budget: District Totals: Net Assessment Budget (Level Service + OPEB + SRO: Net Assessment Budget)

Jeff Sands clarifies that aspects of this proposed budget will likely change before the School Committee adopts the final budget on 02/13/2019.

David Polito opens the floor to public comments and questions.

Alisa Greco, 189 Woodbury St. Hamilton: Appears before the School Committee to clarify information regarding the tennis court project. She noticed the line item for the tennis courts is tied in with the Turf Field project in 2023. Ms. Greco suggests the School Committee consider the status of feasibility and

design studies for each project. Ms. Greco notes that the boys' tennis team will be traveling to Ipswich Country Club for their practices next season, and she is concerned that that this will continue for years.

- (1) Suggests a percentage of all user fees collected for athletic programs be set aside for development and maintenance of athletic fields and facilities;
- (2) Inquires as to whether the School Committee would consider an earlier start date, should private funding become available.

Jeff Sands details how the operating budget differs from capital project funding, the history of reducing user fees and the impact on the budget; and how capital projects are funded and prioritized. He further explains the process of prioritizing capital projects, noting this item was added to remind the School Committee and Administration.

Michelle Bailey adds that the fact that it has appeared on the list does not indicate the School Committee's commitment to follow through with the project.

Ms. Greco asks for further explanation on where funding for the athletic program comes from, especially in light of the recently reduced user fees.

Jeff Sands explains the details of the decision to lower user fees, and the impact on the budget. He points out that this decision resulted in embedding athletic program costs in the annual operating budget.

Ms. Greco asks about the possibility to designate a certain percentage of user fees towards athletic facility development and maintenance.

Jeff Sands explains that both the user fees and the operating budget cover costs necessary to run the athletic program, and there are no funds left over.

Ms. Greco encourages the School Committee to consider a maintenance specific line item, understanding that this may result in higher user fees for families. She believes this would assist in long term planning.

Jeff Sands states that the operating budget percentage would increase, and user fees would be increased as well - counter to what was trying to be accomplished last year in the School Committee's vote.

Thank you!

Cindy Adams-Harrison, 2 Horseshoe Ln., Wenham: Appears as both a proud parent of tennis player, as well as a professional Sports Psychologist. Asks the School Committee to consider their athletic program priorities, specifically with regard to instilling students' lifelong love of sports.

Gary Cheeseman, 77 Pleasant St., Wenham: Appears before the School Committee regarding the proposed School Resource Officer listed in the FY20 Proposed Budget. Inquires as to number of SRO officers planned for the District, whether the SRO is employed by the Hamilton Police Department, and if the SRO covers is responsible to the schools for the school year or full year. Asks the School Committee to identify the student behavioral concerns warranting introduction of SRO. Mr. Cheeseman states his concerns with the approach of employing SRO in Hamilton-Wenham schools.

Dr. Harvey explains that there will be one SRO employed for the district, and further explains that there are not discipline needs or behavioral concerns that warrant this position, but rather the benefits of employing an SRO are proven benefits to strengthening community. The SRO would be employed by the Hamilton Police Department. Dr. Harvey explains the funding of this position, detailing the Green Meadows Farm process to fund the position for the school year (180 days).

Carrie Jelsma, 35 Hilltop Dr., Wenham: Appears as a citizen and member of the Wenham Finance Committee to inquire as to broader nature of FY20 Proposed Budget. Governor Baker and the MA legislature have prioritized Chapter 70 funding. Asks if the the District and School Committee have plans to be involved with the process to secure funding.

David Polito states that the committee does not currently have a plan, but clarifies that there is a good working relationship with Representative Brad Hill. While Chapter 70 is not on the current agenda, the School Committee hopes to examine this further for both short and long term planning.

Ms. Jelsma inquires as to whether a general statement from the district has been developed, with Dr. Harvey explaining the components of reformulating Chapter 70 and impact on Districts. Recalculating Chapter 70 formulas would allow all districts to benefit.

Ms. Jelsma asks if there are other districts, schools, or organizations involved that HWRSD could collaborate with to develop a strategy moving forward. Dr. Harvey explains that Massachusetts Association of School Committees, Massachusetts Association of Superintendents, American Federation of Teachers/Teachers Union are involved in this. Further discussion regarding organizing to obtain funding, plans to collaborate, further details of the legislative actions, etc.

Ms. Jelsma asks for further explanation on the item “develop draft strategic blueprint” found in the District Improvement Goals for 2018/2019. She inquires as to status in that process, and the specific nature of a “blueprint”.

Dr. Harvey explains that this is an educational improvement plan, where he is currently in the process of working with the School Friends’ groups. The School Committee has not seen the work so far.

Ms. Jelsma states that there are increasing pressures on the budget and she believes that the District developing a strategic vision would help with prioritizing, directing efforts, and a better understanding from the Towns.

David Polito states that capital plan prioritization is on the agenda to discuss later this evening. Mr. Polito states that he believes the School Committee has work to do with respect to planning, as currently projects are prioritized and shuffled on an as-needed basis.

Ms. Jelsma asks if the District would be willing to participate in a strategic plan involving consultants, community, towns, and administration. David Polito says the School Committee would be happy to engage in that work, with Michelle Bailey asking if the towns would be willing to help coordinate this. Ms. Jelsma would be happy to provide examples of strategic planning, and the town would participate in these planning efforts, however, she points out that the District would direct the majority of action.

Stacey Metternick notes that Strategic Planning was a topic of conversation and a suggestion that the Capital Planning and Finance Sub-Committee was planning on bringing up.

Ms. Jelsma agrees to follow up with an email to the School Committee with resources on strategic planning and to open up the conversation.

David Polito thanks all community members for their involvement and feedback.

3. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

David Polito closes the public hearing on the FY20 Budget at 7:21pm.

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, January 16, 2019 6:30pm**

David Polito calls the Hamilton Wenham Regional School District School Committee meeting to order at 7:21 pm.

4. Approval of Warrants

Present: Jeanise Bertrand, Gene Lee, Peter Wolczik, Kerry Gertz

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

The following warrants were approved:

Voucher #	Amount
2664	\$423.00
2660	\$3,312.85
2659	\$81.61
2657	\$245.00
2658	\$346.64
2656	\$351.00
2662	\$219,207.94
2663	\$197,363.85
2661	\$17,292.81
15	\$8,326.36
1028	\$82,620.98
1027	\$762,339.26

5. Citizen's Comments

None.

6. Chair's Report

None.

7. Superintendent's Report

- DECA Conference: On Thursday, January 10, Hamilton Wenham DECA competed at the *District 3 Career Development Conference* held at Merrimack College in North Andover. Eleven schools and over 850 students participated in the business competition in over 50 categories of marketing, hospitality, finance, and entrepreneurship. Hamilton Wenham sent 176 DECA students and 105 qualified for the DECA State Career Development Conference to be held March 7-9 in Boston. At the awards ceremony, those who placed top 6 in their category were called to the stage to accept an award. Congratulations to all 176 HWRHS Students who participated and to DEAC Advisor Laura Wheeler. For the full list of winners, please go to <https://hwgenerals.wordpress.com/>
- Peter Pan Miles River Middle School Musical: Don't miss this year's musical production of Peter Pan. Over 75 MRMS students are involved in bringing you this fantastic production. Peter Pan will be at the Ferrini Dramatics Center at HWRHS for a limited run. Tickets are \$10 for students and \$12 for adults and can be purchased in advance at HWFOTA.org or at the door. Showtimes:
 - Thursday 1/17 – 7pm
 - Friday 1/18 – 7pm
 - Saturday 1/19 – 2pm
- Miles River Middle School is thrilled to be continuing our relationship with our sister school, the Shanghai Gaoqiao School. The Miles River will be hosting 18 middle school students from January 22nd to January 28th. This is the fourth year of our exchange with the Shanghai Gaoqiao School.
- Nomination Papers for School Committee Election: Nomination papers are available for (3) open positions, for three-year terms as members of the Hamilton-Wenham Regional School District Committee. Nomination papers are available at the Superintendent's Office, 5 School Street, Wenham. The papers must be returned with at least 40 registered voters' signatures from the Towns of Hamilton and/or Wenham on or before 5:00 PM on Monday, February 25, 2019. Signatures will be verified from the voters' list of the Towns of Hamilton & Wenham by Wednesday, February 27, 2019. If you have any questions, please call Donna Bunk @ 978-626-0821.
- HR 271 Signed by Gov. Baker: On January 11, 2019 Gov. Baker signed into law HR 271, "An Act relative to regional schools." This Act allows regional school districts to designate one member to sign payroll and accounts payable warrants. The designated member is required to report to the school committee on their actions relative to signing the Warrants at the next school committee meeting. This legislation will greatly streamline the process of approving and paying the district's bills. Thanks to Rep. Brad Hill and Sen. Bruce Tarr for their assistance in getting this legislation passed!

8. Consent Agenda

A. Field Trip Model UN Report - Cambridge MA

Exhibit B

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA- FIELD TRIP TO MODEL UN IN CAMBRIDGE; THERE CAN BE NO FURTHER DISCUSSION OF THESE ITEMS.

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

9. New Business

A. Student Government Presentation

Brianna Borek, Advisor: provides introduction to tonight's presentation.

Will Glovsky, Secretary: as delegate from school and region, provides update on counsel: (1) process of creating guidebook for student councils across the commonwealth (2) prose piece authored by students regarding nicotine policies, etc. Michelle Bailey asks Will to submit the policy to the School Committee for review, as per policy.

Jack, Treasurer: provides update on the school fundraising organization, [#HWgivesback](#).

Emily Vanderwilden, Vice President: provides updates on school activities (Spirit Week, ‘Stuff the Cruiser’). Outlines plans for future fundraisers (Shave your Head- donations for donating hair) and senior student events/activities (Red Sox game and Six Flags trip).

Lauren Verge, President: provides update on extracurricular clubs. The Mock Trial had their first trial and won; the Interact Club holding the Polar Plunge event; the Choir, Harmony, Acapella has concert on January 29th for fundraising for the choir program; and the Robotics Club is in the 6th week of competition, and are currently creating prototypes.

Thank you!

B. District Financing Administrative Matters—Rescind Authorized but Unissued Borrowing Balance (Hilltop Securities)

Exhibit C

Don Gallant, District Treasurer and Peter Frazier, bond advisor, Hilltop Securities, present financing matters to School Committee.

Peter Frazier explains the history and current standing regarding the unused funds from the Buker School Heating System project. States that the District authorized \$930,000 for the Buker heating replacement system, where, at the end of the project, \$117,000 remained authorized but unused. Mr. Franz explains the laws governing use of this money, and recommends the School Committee vote to rescind the money.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE THE \$117,338 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.

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

C. Winthrop Sprinkler Project Financing

Exhibit D

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE 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.

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

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE, 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.

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

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE 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.

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

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE 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.

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

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE 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.

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

Thank you, Peter!

D. Assistant Treasurer Recommendation

Exhibit E

Jeff Sands outlines the details of the 5-6 month long search for a District Assistant Treasurer. Jeff Sands' final recommendation is to appoint Mr. Kevin Mahoney to the District Assistant Treasurer position for the period of February 1, 2019 through June 30, 2019.

Stacey Metternick inquires as to whether or not this an increased expense. Jeff Sands explains that the funding for this position (\$4,000 stipend) was discussed in great detail at a prior meeting.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MOVE TO APPOINT MR. KEVIN MAHONEY AS THE DISTRICT ASSISTANT TREASURER FOR THE PERIOD OF FEBRUARY 1, 2019 THROUGH JUNE 30, 2019.

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

Discussion regarding Mr. Kevin Mahoney's qualifications, onboarding process, experience with regional school districts, as well as the unanimous excitement to have Mr. Mahoney as the new District Assistant Treasurer.

E. FY19 Budget Recommendation

Exhibit F

- FY20 Salary Analysis Breakdown

Jeff points to page 26, where he circled OPEB, SRO, Out-of-District Tuition, and Salaries expense categories, as these 4 categories are driving the majority of the net expense increase.

Jeff provides details of the Salary Expense Analysis (as found in the [School Committee Packet, page 27](#))

- (1) All staff COLA and STEPS;
- (2) Teacher Degree Changes;
- (3) Reduction in Elementary Classroom Teachers;
- (4) Anticipated Staff Retirement Replacement Savings

- Summary of Administrator requests not included in the FY20 Budget Recommendation

Jeff explains the process whereby department heads provide feedback on department needs including administrative support positions, new programs, instruction costs, and one time extraordinary expense items. Dr. Harvey details the requests that did not make it to the budget, with brief explanations provided as needed ([School Committee Packet, page 33](#))

David Polito states that the prioritization of a school psychologist is a crucial issue, especially due to the high rate of suicidal thoughts reported last year.

Michelle Bailey believes that the athletic user fee reduction was not equitable in distribution, as DECA and other extracurricular activities still require higher user fees. Michelle Bailey hopes to see a change in this regard, even if this means increasing the athletic user fees. Discussion regarding relevance in context of larger conversation, with Jeff Sands stating that he is happy to take action and speak in more detail upon the item appearing on the agenda and upon direction of the School Committee.

- Capital Projects Prioritization

Jeff Sands presents an overview of the key assumptions in the capital improvement project list, as detailed in the [School Committee Packet, page 29](#). This list is constantly being reviewed and updated, as priorities are ever changing. Projects fall in the following categories: facilities & grounds; technology; food service; athletics; and master plan.

Stacey Metternick and Jeanise Bertrand provide update on the work of the Capital Planning Sub-Committee. Both Stacey and Jeanise request an update on the Longmeadow project. In addition, they

recommend locating grant and other funding opportunities for many of the items on the capital improvement project list, bringing the total down to \$1,839,792. Capital Planning Sub-Committee discussed the 4 category breakdown of capital projects (resurrected from last year) with Dr. Harvey, but were not able to prepare a written document. Discussion regarding likelihood of funding being secured for projects, estimated time to expect recommendation from sub-committee, strategic plan necessity, etc. Stacey and Jeanise state they cannot recommend whether or not to move forward on any particular projects until they receive a Longmeadow update. Jeff Sands states the executive session regarding the Longmeadow project will be scheduled for 01/30/2019. Capital Planning Sub-Committee would need to meet again after executive decision in order to formulate a recommendation.

Brief discussion regarding a budget workshop, with Michelle Bailey inquiring as to some of the questions she had previously emailed to Jeff Sands. This will be put on the agenda for next meeting.

F. Cutler and Winthrop SOI 2019 Submissions

Exhibit G

MSBA suggested to resubmit Cutler SOI, and Dr. Harvey is seeking direction from School Committee on this resubmission as well as submitting an SOI for Winthrop.

Discussion regarding MSBA SOI procedure and whether a vote is needed in this circumstance.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE DIRECT DR. MICHAEL HARVEY, SUPERINTENDENT AND/OR JEFF SANDS, ASSISTANT SUPERINTENDENT TO MOVE FORWARD WITH SUBMITTING AN SOI FOR BOTH THE CUTLER AND WINTHROP ELEMENTARY SCHOOL PROJECTS.

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

G. Update on School Committee Goals

Exhibit H

- Advocate for a budget that calls for educational excellence while being mindful of the fiscal constraints of the communities.
 - In the middle of that process right now by putting forth a level service budget.
 - Michelle Bailey would like to hear from the community regarding the fiscal constraints
 - 02/05/2019 is next Joint Finance/BOS meeting
- Re-Prioritize capital plans and develop implementation strategy.
 - Reviewed this earlier in the evening, with progress towards this goal being evident
- Monitor the Cutler SOI Process and act as information is revealed.
 - Will re-submit Cutler SOI, and submit new Winthrop SOI.
- Communication:
 - More active outreach to our legislators regarding our District needs.
 - More communication with town committees--BOS/FINCOM.
 - Discussion regarding meeting success, future meetings scheduled, efforts already initiated and next steps
 - Work collaboratively with the MASC to fully convert and implement the online HWRSC Policy Manual.
 - Michelle Bailey provides update: District needs to provide available dates to meet with MASC. Progress is being made.

David Polito believes the committee is making really impressive progress on these goals.

H. Donations

Exhibit I

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION HAMILTON WENHAM GIVES BACK POSTERS IN THE AMOUNT OF \$264.00.

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

Thank you very much to the HW Friends of the Arts for this generous donation!

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE TOWN OF WENHAM IN THE AMOUNT OF \$500.00 FOR THE PURPOSES OF FUNDING THE HIGH SCHOOL MARCHING IN THE 375TH ANNIVERSARY PARADE.

Michelle Bailey inquires as to whether the funds are deposited into a specific activity account or into the general fund.

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Approved by 6 members present; with 1 member abstaining.**

Thank you very much to the town of Wenham for this generous donation!

I. Establishment of Scholarship- Adam Snavely, MD Memorial Scholarship Exhibit J
Family of Adam Snavely established a scholarship fund in the amount of \$153,000.00 in memory of Adam, 2011 HW valedictorian. The scholarship is available to seniors demonstrating a passion to help others, and is available annually in the amount of \$3,000.00 (as detailed in the [School Committee Packet, page 62](#)).

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE ESTABLISHMENT OF A SCHOLARSHIP FOR THE ADAM SNAVELY, MD MEMORIAL SCHOLARSHIP IN THE AMOUNT OF \$153,000.00.

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

Thank you to the Snavely family for their generous gift honoring Adam's life and legacy. The committee offers sincere regards and condolences to the family.

10. Committee Reports

A. Policy-Legislative

Michelle Bailey adds that there is more action the School Committee could be taking to demonstrate support for the MASC resolution.

B. Capital Planning-Finance & Turf Field

Update was provided earlier in the evening.

Dr. Harvey attended 01/07/2019 BOS meeting, where BOS expressed appreciation for District including SRO on budget. BOS is willing to assume entirety of cost for the SRO. Jeff Sands explains the process of funding the SRO position, how funds are cycled through the District operating account. Discussion regarding laws and regional agreement dictating treatment of monies associated with SRO. Michelle Bailey believes that the SRO is an operating cost for the town rather than the District.

C. Student Representative

Presentation given earlier in the evening - nothing further. Discussion regarding lunch during midterms.

D. Other-School Liaisons Updates
None.

11. Other

Topics for Next Meeting (January 30, 2019)

Discussion regarding budget workshop: what a budget workshop entails, history of workshops, agenda, scheduling issues, questions to be answered, topics to be addressed, contents of email from Michelle Bailey, moving OPEB discussion to allow budget workshop to take place, etc.

Alex Begin states Wenham is uncertain what will/will not be approved, however the town has been facing substantial fiscal deficit early on which has not improved through reduction in new growth (amongst other factors). It is uncertain whether there will be an override or not. Mr. Begin wanted the School Committee to be aware of the current status.

Michelle Bailey leaves the meeting at 9:42 pm.

- Public Hearing on School Choice: 6:30 pm;
- OPEB (tentative);
- Budget Workshop (tentative);
- Ryan Gomey, Assistant Principal for High School: presentation on smoking and vaping before submitting Town Meeting warrant article;
- Vote on School Choice;
- FY20 Budget Review;
- Discuss School Committee member proposed changes to the FY20 budget

12. Adjourn

9:30pm

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 9:46 PM.

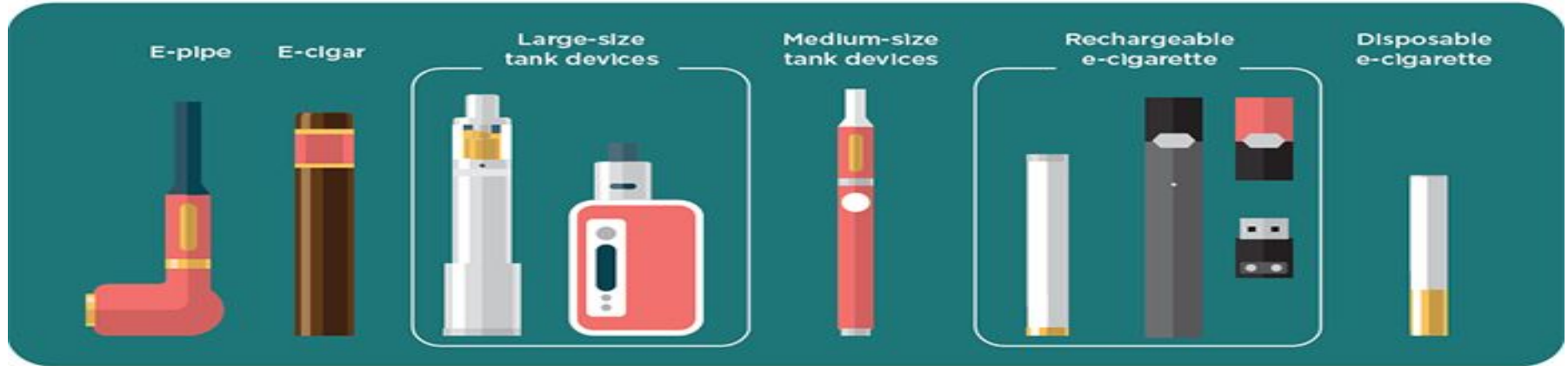
**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

Respectfully submitted by Mahala Lettvin this 22nd Day of January, 2019.

HWRHS Response to Vaping

Presented to HW School Committee
January 30, 2019

What is a vape?



- Device that produces an aerosol by heating a liquid containing nicotine, flavorings, and other chemicals¹
- Sometimes referred to as “e-cigarettes”, “e-cigs,” “e-hookahs,” “mods,” and “vape pens”¹
- Use of such a device is called “vaping”. Users inhale the aerosol into their lungs¹
- Vapes can be used to deliver marijuana and other drugs¹

What is a Juul?

- Juul is the most common brand of vaping product
- Most common device found at the high school
- Can charge via USB
- Small size of the Juul makes it easy to conceal
- Pods (contain the nicotine liquid)
 - Flavors appeal to students
 - Distribution concerns
 - Tampering concerns



What are the statistics on vaping?

National

- In 2015, 15% of high school students reported using a vape²
- In 2018, 20.8% of high school students reported using a vape²
- High school students who used a vape were seven times more likely to smoke cigarettes²

Local

- In 2015, 23.6% of students at HWRHS reported having tried a vape at least once³
- In 2018, 48.5% of students at HWRHS reported having tried a vape at least once³
- Students caught vaping/in possession of vaping products at HWRHS is on the rise⁴
 - 16-17: 4 cases
 - 17-18: 10 cases
 - 18-19: 11 cases (at the semester)

Why are we concerned about vaping?

Health

- Nicotine¹
 - Is highly addictive
 - Harms adolescent brain development
- Aerosol can contain¹
 - Cancer-causing chemicals
 - Tiny particles
- Acute nicotine exposure can be toxic¹
 - One Juul pod contains same amount of nicotine as a pack of cigarettes
- Vapes can function as marijuana delivery devices¹

Education

- Students are using and distributing vapes in school
- Withdrawal effects
 - Irritability
 - Anxiety
- Students vaping in bathrooms
 - Time away from learning
 - Other students will avoid restrooms

What is our current response?

From Student Handbook

- Distinction between possession and use
 - Possession
 - Detention
 - Contact parents
 - Possible suspension
 - MIAA penalty enforced
 - Use
 - Suspension
 - MIAA penalty enforced

In practice

- No distinction between possession or use
 - Detention
 - Possible suspension in cases of multiple infractions
 - Discussion with school nurse
 - MIAA penalty enforced

There is a need to develop a comprehensive response addressing the health and learning concerns, along with measured disciplinary consequences that can act as a deterrent and that align with state law

What response are we developing?

- No distinction between possession or use
- Education
 - Nicotine cessation program
 - High school health curriculum enhancements
- Discipline
 - Detention
 - In cases of multiple offenses, in-school suspension
- Fine system
 - Boards of Health seeking bylaws at town meeting
 - Prohibit possession or use of nicotine/tobacco products on school property
- Extracurricular
 - Going beyond MIAA minimum penalty
 - Includes athletics, clubs/activities, extracurricular events

Fine for possession or use

- Allowed by
 - Massachusetts Smoke-Free Workplace Law
 - Education Reform Act
 - Towns enforce through board of health regulation or bylaw
- Local schools with fines for possession/use
 - Beverly, Danvers, Manchester, Masconomet, Triton
- Student government reports that fines are an important deterrent
- Money from fines must be used for cessation programs or curriculum enhancements

Enactment of fines

- Joint Boards of Health meetings to draft language for bylaw
- Proposal must be on warrant for town meeting
- If accepted by towns, bylaw language would include *at least*:
 - Definition of tobacco products
 - No distinction between possession or use
 - Amount of fines
 - Designation of school officials as enforcers of the bylaw on school property
 - Notification to parents

Sources

1. <https://www.drugabuse.gov/publications/drugfacts/electronic-cigarettes-e-cigarettes>
2. https://www.cdc.gov/mmwr/volumes/67/wr/mm6745a5.htm?s_cid=mm6745a5_w#F1_down
3. <https://www.youtube.com/watch?v=PbmOk0iTkzE&feature=youtu.be>
4. *Conduct data from Aspen as of January 23, 2019*



HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

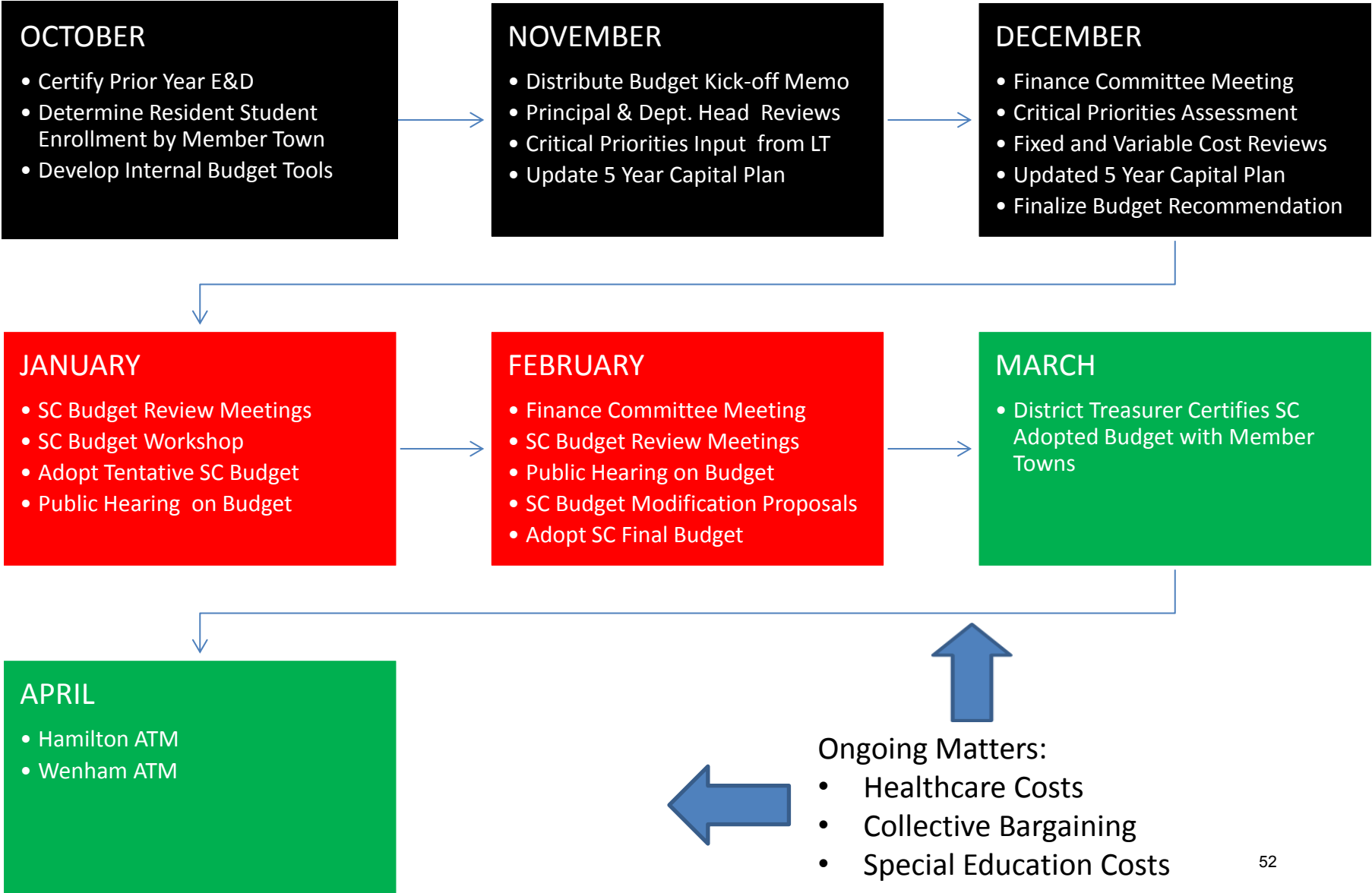
FY20 Superintendent's Budget Recommendation
School Committee Budget Workshop
January 30, 2019

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 – 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	
Revenues						
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%
Transfers In From Other Funds						
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%



HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

School Committee Budget Workshop

Discussion Led by:

David Polito, Chairperson
Gene Lee, Vice Chairperson



FY20 Budget

School Committee Budget Workshop

Does the School Committee support the current FY20 Budget Recommendation?

Is the proposed increase of 6.19% in Gross Operating Expenses (after Offsets) too high?

If it is too high, what would be an acceptable increase?

What specific changes (reductions) would you propose the Committee consider tonight to better align the FY20 Budget with a lower expense growth rate?



FY20 Budget

School Committee Workshop Deliberation

In the event a majority of School Committee members determines that the current Budget Recommendation must be reduced, the Superintendent and Assistant Superintendent have developed a list of potential expense reductions to guide the Committee in that decision making process.

The Superintendent and Assistant Superintendent recommend that the School Committee adopt the FY20 Operating Budget as originally presented to them on December 19, 2018 with no change or modification.



FY20 Operating Budget

List of Potential Expense Reductions

Expense	Amount	Comment
Reduce Athletic User Fee Relief to pre-FY19 Levels	\$ (177,764)	Reverse FY19 Operating Budget increase
Reduce OPEB Trust Fund Contribution	\$ (250,000)	Disregard Recommendation
Eliminate School Resource Officer Position	\$ (73,000)	Disregard Recommendation
Eliminate District Paid All Day Kindergarten (ADK)	\$ (213,758)	Reverse FY15 Operating Budget increase for ADK
Eliminate OOD Team Chair Position	\$ (59,758)	Reverse FY19 Operating Budget increase
Eliminate Math/ELA Elementary Coordinator Positions (2)	\$ (128,479)	Net of Unemployment Expense
Eliminate 1 Central Office Secretarial Position	\$ (30,476)	Net of Unemployment Expense
Eliminate 1 High School Secretarial Position	\$ (33,497)	Net of Unemployment Expense
Eliminate 1 Special Education Secretarial Position	\$ (26,032)	Net of Unemployment Expense
Eliminate 1 District Maintenance Technician Position	\$ (38,791)	Net of Unemployment Expense
Eliminate 1 IT Technician Position	\$ (26,872)	Net of Unemployment Expense
Eliminate 1 HS/MS Fine Arts Teaching Position	\$ (48,667)	Net of Unemployment Expense
Eliminate 1 MS Teaching Team (4 Positions)	\$ (169,832)	Net of Unemployment Expense
Reduce Capital Projects funded thru Operating Budget	\$ (84,686)	Computers & Classroom Smartboards/Projectors
POTENTIAL EXPENSE REDUCTION TOTAL:	\$ (1,361,612)	
IMPACT ON EXPENSE INCREASE OVER PY BUDGET:	-4.27%	6.19% increase in Budget Recommendation*

* - The FY20 Operating Budget Recommendation reflects a 6.19% increase in Gross Operating Expenses (after Offsets)

This list has not been prioritized in any particular order. This is not a recommendation. 59



Budget Topics for Next SC Meeting

on February 13, 2019

- FY20 Budget Public Hearing #2
- A Vote to Adopt an Operating Budget for FY20 is required to take place at our next regular meeting on February 13, 2019



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								61

Sands, Jeffrey

From: Sands, Jeffrey
Sent: Wednesday, January 16, 2019 10:48 AM
To: Polito, David; Lee, Gene; Gertz, Kerry; Jeanise Bertrand; Michelle, Bailey; Stacey Metternick; Wolczik, Peter; Harvey, Michael
Subject: Responses > FW: BUDGET WORKSHOP

All,

Please see my responses (in red) to Michelle's specific FY20 Budget questions below.

Regards,
 Jeff

From: Bailey, Michelle
Sent: Saturday, January 12, 2019 10:54 AM
To: Wolczik, Peter; Polito, David; Gertz, Kerry; Lee, Gene; Jeanise Bertrand; Stacey Metternick
Cc: Harvey, Michael; Sands, Jeffrey
Subject: Re: BUDGET WORKSHOP

Questions specific to this year's budget are mostly focused on salary and staffing increases or energy cost fluctuations. Here is the list of budget lines I would like to be able to better understand.

What are the 3 new FTEs at the HWRHS from FY 19-FY20 and why are they necessary?

We conducted a needs based analysis of all Special Ed TAs during the summer of 2018 to properly align TAs with student needs for the 2018 – 2019 school year. This resulted in the reassignment of 3 TA positions (Brown, Sullivan and Dubbins) from the MS to the HS in order to properly support HS Special Ed students and programming, including the 2 new HS programs.

What is the cut of 3.38 FTEs at the MRMS from FY19-FY20 and why are they necessary?

See above for an explanation of the 3.0 FTE. The remaining 0.38 FTE is part of a consolidation of 2 SLPA positions that have been consolidated into 1 SLP position going forward. Historically the 2 SLPA positions (totaling 1.79 FTE) were budgeted in multiple schools including the MS, Winthrop, Cutler and Buker. Due to the fact that the consolidated 1.0 FTE SLP position will be deployed across all schools in the District we decided that the budget should be maintained in the District SPED office in FY20 (this is book keeping as there is no financial impact to the District).

What is causing the 8.22% increase in Central Office expenses?

Primary drivers of the increase include: \$73,000 for a new School Resource Officer, \$63,060 for anticipated increases in our Regular Bus Contract, \$13,459 for known Teacher Retirement (5) Sick Leave Buy Back, \$10,000 for an increase in Teacher Tuition Reimbursement in the new 3 Year Contract, and \$2,580 in School Choice Out from the Cherry Sheet. These five items represent \$162,099 or 67% of the total increase over prior year budget; leaving \$78,250 or a 2.6% increase over prior year for all remaining costs.

What is the 1.05 FTE in Special Education and why is it necessary?

This is a consolidation of 2 SLPA positions (historically) into 1 SLP position going forward; see above. Historically the 2 SLPA positions (totaling 1.79 FTE) were budgeted in multiple schools including the MS, Winthrop, Cutler and Buker. Due

to the fact that the consolidated 1.0 FTE SLP position will be deployed across the District we decided to move its budget office to the District SPED office for FY20 (this is book keeping as there is no financial impact to the District).

What is causing the over 7% increase in nursing costs at the schools?

Total Nursing Salary expense in the District is increasing from \$332,633 to \$351,638 (\$19,005 or 5.7%). FTE Headcount is flat year over year. 4 of the 6 Nurses (Druscat, Ting, Tabenkin, and Goudreau) are all budgeted to receive COLA and STEP increases which results in a higher than average increase over prior year budget.

What is causing the large increase in gas service costs at Cutler? Why are some schools cost going down while others are going up?

There was an issue with a faulty gas meter at the Cutler that has since been resolved; billing and payments are current through FY18.

Utilities are the one of the most difficult expense types to track and budget at the detailed account level. While our Business Office staff does a tremendous job processing and paying our vendors, our internal processes and limited staffing model are susceptible to human error as it relates specifically to the coding of invoices imbedded within our chart of accounts. Unfortunately we don't have the time or resources to dedicated multiple layers of review to the accuracy of account coding. As a result, when developing the utilities budget we take into account the account level detail as well as several other factors including usage, supply rates, delivery rates, etc. Our total utilities budget for FY20 is \$563,248 which is a decrease of \$23,912 (4.1%) as compared to our FY19 Budget. This budgeted decrease is directly attributable to the anticipated savings at the HS derived from the recently completed Building Automation system upgrade project (Green Communities Grant).

Why is there a new SPED teacher FTE at Cutler? What program or grade will they serve and why are they necessary?

A MS SPED Teacher (LaFontaine) resigned and it was decided not to replace the existing position at the MS. Based on the priority needs of the District, it was determined that the position be reassigned to the Cutler School Language Based program (Tappendorf).

Why is there a 21.3% increase in the librarian at the Miles River Middle School and also at the HWRHS with the same 2 FTE?

The 1.0 FTE Librarian/Library Media Specialist position is split evenly between the HS and MS from a budget perspective. In FY19, the position was budgeted at an M5 salary (\$58,540). After an exhaustive search for a qualified candidate which yielded no viable candidates in the preferred salary range, the position was filled with an M30/12 at \$84,187 (Davis).

What is the increase at every school for Prof Salary-Extra-Responsibility and Xtra Curr Salary?

The FY20 Budget reflects all of the stipend positions in the new 3 Year Teacher Contract. For example, in reviewing the elementary school accounts, the Extended Responsibilities accounts all increase by \$1,417 which consists of the 2.25% COLA plus the addition of a Science Resource Advisor stipend at \$969.00. The elementary Prof Salary Xtra Curricula accounts all increase by \$2,914 which consist of the 2.25% COLA plus the addition of three (3) Interest Club Advisor stipends at \$958.00.

What is the 5.26% increase in salary to the MRMS Director of SPED, especially where we now have the OD SPED Director assisting in this capacity?

This pertains to the Secondary Special Education Coordinator position (McGovern) which is split evenly between the HS and MS from a budget perspective. In FY19 the position was budgeted at \$97,375 and the actual salary for FY19 came in at \$100,000 (a \$2,625 or 2.6% difference). That issue extends to the FY20 budget when comparing to FY19 budget. This has nothing to do with the new Out of District Coordinator position (Meyer) which is budgeted in the District SPED Office.

Usually department heads are at the top of the teacher scale. Why is there a 8.53% increase in Salary-Department Heads?

This line does not include the salary costs for Dept Heads/Curriculum Leaders as those costs are captured in the Classroom Teachers account. Instead, this line is utilized to capture the unique Contract costs associated with the Dept Head / Curriculum Leader role (see Appendix C of Teachers Contract) including Curriculum Leader base stipends, Curriculum Leader FTE stipends, and Curriculum Leader Additional Days. Upon review of these accounts for FY20 we determined that the Curriculum Leader FTE stipend component of the budget needed to be increased to include all MS teachers being supervised by Curriculum Leaders in addition to HS teachers being supervised. This added \$3,990 to the FY20 budget versus prior year, leaving an increase of \$1,408 which is entirely associated with the 2.25% COLA increase.

What causing the 7.40% increase in Guidance Counselors at the HWRHS with the same 4 FTEs?

One of the existing Counselors (Howland) is budgeted to receive a \$12,742 (16.4%) increase in connection with a Salary Scale Advancement (M/11 to M45/12) which results in a higher than average increase over prior year budget.

What is the Sick Day Buy Back in the Central Office Programs and why is it expected to double?

This reflects actual anticipated sick leave buy back costs associated with the 5 known Teacher Retirements (McGarrell, Hughes, Bucci, Todd, Clerkin)

Why is the bus and contracted services budget expected to increase by 75.26% (\$73,000)?

This is the \$73,000 for a new School Resource Officer

What is causing the 16.07% increase in the salary of maintenance director & staff with the same number of FTEs?

The current Facilities Director (Waldron) salary was increased by \$11,694 to \$100,000 on July 1, 2018 in order to retain him. He received an offer of \$120,000 from another employer and we countered. Despite the fact that our counter was significantly less (20%) than the other offer he decided to remain with the District.

From: Wolczik, Peter

Sent: Friday, January 11, 2019 9:36:47 PM

To: Polito, David; Gertz, Kerry; Lee, Gene; Jeanise Bertrand; Bailey, Michelle; Stacey Metternick

Cc: Harvey, Michael; Sands, Jeffrey

Subject: Re: BUDGET WORKSHOP

Stacey is out of town on business and we know she asked for this meeting, so I am sure she will agree with the need for this meeting. Thank you.

Best,

PW

From: Polito, David

Sent: Friday, January 11, 2019 6:51:34 PM

To: Gertz, Kerry; Lee, Gene; Wolczik, Peter; Jeanise Bertrand; Bailey, Michelle; Stacey Metternick

Cc: Harvey, Michael; Sands, Jeffrey
Subject: BUDGET WORKSHOP

All,

I am writing to gauge interest in scheduling a Budget Workshop and if there is interest what specific items you would be interested in working on.

Adding another meeting for a workshop was brought up at our last school committee meeting and while Jeff has said he would be happy to work with the school committee on their budgets questions and needs.

So please respond if you would like a budget workshop to be scheduled and what specific items you would like to have worked on. I will treat all non-responses as you not feeling there is a need for an additional budget meeting to be added.

David

David Polito, Ed.S.
Chair
Hamilton-Wenham Regional School Committee
d.polito@hwschools.net
He/Him/His

Sands, Jeffrey

From: Sands, Jeffrey
Sent: Friday, January 18, 2019 3:22 PM
To: Polito, David; Lee, Gene; Jeanise Bertrand; Gertz, Kerry; Wolczik, Peter; Stacey Metternick; Michelle, Bailey; Harvey, Michael
Subject: Responses #2 > FW: BUDGET WORKSHOP

All,

Please see my responses (**in red**) to Stacey's FY20 Budget questions below.

As you think about the Budget, please remember the following:

- 1) We have executed a new CBA with the Teachers Union and the FY20 Budget reflects the terms outlined in that agreement; and
- 2) While we don't yet have a new CBA in place with either the Office Personnel Union or the Custodial/Maintenance Union our FY20 Budget still incorporates key assumptions for COLA increases, etc. for all personnel covered by these units.

Regards,
 Jeff

From: Stacey Metternick
Sent: Tuesday, January 15, 2019 3:05 PM
To: Polito, David
Cc: Gertz, Kerry; Lee, Gene; Wolczik, Peter; Jeanise Bertrand; Bailey, Michelle; Harvey, Michael; Sands, Jeffrey
Subject: Re: BUDGET WORKSHOP
Importance: High

1. Administration is up 8.6% = \$101,460, why this increase.. Primary drivers of the increase includes \$73,000 for a new School Resource Officer, \$13,459 for Sick Day Buy Back (See January 16th Written Response), and budgeted COLA increases for the 2.0 FTEs in the Superintendent's Office and the 6.5 FTEs in the Assistant Superintendent's Office.
2. HS up 4.89%? What is making this increase so high? All 74.8 FTE HS personnel are budgeted to receive a COLA increase, plus 21 of the HS teachers are budgeted to receive a STEP increase, plus 6 of the HS Teachers are budgeted to receive a Salary Advancement / Degree Change adjustment. Additionally, 3.0 FTE TAs were reassigned to the HS from the MS - see January 16th Written Response. You will see an offsetting reduction of 3.0 TA FTEs and related expenses in the MS budget.
3. Athletics up \$5.12%, how come? Primary drivers include COLA increases for all coaching positions, a COLA increase for each AD staff (Genuardo and Muzio), a 2.5% increase in all Transportation, Field Lining, & Ice Time costs, a \$13,500 increase in Tennis Program Transportation (Boys and Girls), and a \$4,000 increase in Tennis Program Court Rental costs.
4. Central office up 8.22%?? See January 16th Written Response

5. Fringe benefits up 13.66% what does this include and why so high?? This account category includes increases for Essex Retirement Pension at \$78,350, OPEB Trust Fund at \$250,000, and Healthcare at \$198,159.

Increase cost %

6. Can you explain extended responsibilities: See January 16th Written Response. See New Teacher Contract

a. Buker	\$1417	10.93% increase
b. Cutler	\$1417	10.93%
c. Winthrop	\$1417	10.93%

7. Librarian – Can we combine, when library is shared? There is nothing to combine. There is only one HS/MS Librarian (Davis). See January 16th Written Response.

a. Buker, Cutler , Winthrop-	none	
b. MS	\$15,861	21.33%
c. HS	\$15861	21.33%

8. Professional salary – extra curricular.. why such a jump See January 16th Written Response. See New Teacher Contract

a. Buker	\$2914 or up	165.85%
b. Cutler	\$2914	
c. Winthrop	\$2914	
d. MS	\$4114	15%
e. HS	\$15861	21.33%

9. Preschool team chair (Winthrop) \$1118 15.22% increase? This account category includes the PreK Coordinator position (Cheney) only, which is a part time, hourly, school year only position with a total line item budgeted expense value of \$8,465. The budget includes a COLA increase for the Coordinator plus a modest increase in the total annual hours for the position as compared to FY19 Budget. For the FY20 Budget we set her hours equal to the actual number of hours (266) that she worked in FY18 as we felt that this was more representative of her schedule in FY20. On a budget to budget basis we increased the annual hours for the position by 36 (266 vs 230). The combination of COLA and the 36 hour increase resulted in a higher than average increase year over year.

10. Winthrop related services OT, PT, SLP same FTE \$16,804 up 6.12%? Why? This account category includes 5 positions. The positions remain the same in the FY20 budget as compared to the FY19 budget. That said, some of the people filling these positions have changed; two of which are at modestly higher pay rates. Add in the COLA increase for the other 3 and the result is a higher than average increase.

11. Guidance counselors; why these increases?

a. MS	\$9482	6.67% Both MS Counselors (Hortie and Merritt) are budgeted to receive COLA and STEP increases which generates a higher than average increase
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- b. HS \$23,000 7.4% See January 16th Written Response
12. MS Director of SPED \$2563 5.26%? Why not 2.5% See January 16th Written Response

13. School nurses, why the inconsistencies? See January 16th Written Response

a. Buker	\$4,461	7.18%
b. Cutler	\$849	2.51%
c. Winthrop	\$1,556	2.25%
d. MS	\$4197	7.17%
e. HS	\$7943	7.29%

14. Custodial, if we haven't settled contract why so high? Custodial staff are not salaried, they are paid on an hourly/daily basis. Our FY20 budget reflects two (2) additional workdays as compared to FY19 (262 vs 260). The FY20 Budget includes COLAs for all staff plus the additional two (2) days of pay for each member of the custodial union which results in a slightly higher than average increase. From a budgeting perspective, the fact that we haven't settled the Contract yet is irrelevant. Our FY20 Budget still needs to include a set of placeholder assumptions for COLA, Differential and anticipated STEP changes for Custodial/Maintenance personnel otherwise we run the very real risk of having a budget variance once the Contract is settled.

a. Buker	\$3297	3.29%
b. Cutler	\$3297	3.29%
c. Winthrop	\$3297	3.29%
d. MS	\$4870	3.3%

15. Clerical at Culter went down .01 FTE but up 3.76% \$1613, reasoning behind this? This account only includes the Cutler School Secretary (Parker) position which is budgeted to a receive COLA and STEP increases which generates a higher than average cost increase

16. Gas service, and why the inconsistency in increases?: See January 16th Written Response

a. Buker	-\$4020	-11.78%
b. Cutler	\$10,380	70% Why did this jump so high??
c. Winthrop	-\$1320	- 5.38%
d. MS	\$7981	21.48%
e. HS	\$1830	3.29%
f. District	\$1692	16.68%

17. Salary Dept. heads HS \$5398 8.53% See January 16th Written Response

Why do we have department heads and curriculum leaders.. where they have such a large increase. Maybe we don't need the curriculum leaders where we have department heads.. Our student population is declining. There is nothing to eliminate. We don't have Department Heads and Curriculum Leaders; they are the same people. The titles are interchangeable.

18. Athletics:

1. Office & other personnel \$1082 14.37% Increased the budgeted costs for Simultaneous Game Athletic Trainer Coverage by \$800 to reflect current market rates for Trainers
2. Other incl league & MIAA \$200 20% This line covers expenses for the AD and other District personnel to attend CAL and MIAA Meetings throughout the year. The AD has estimated an increase of \$200.
3. User fee reduction & scholarships \$23387 6.79% See below in #5
4. Tennis transportation is expensive at \$10k+ for each boys and girls. Now we are taking to Ipswich CC and that cost is crazy... What about Gordon, myopia, or paying for fixing tennis courts in good faith to Wenham? We had several internal planning meetings in the fall to discuss the tennis program with a primary goal of identifying a home court for the program for the spring 2019 season. We explored over a dozen local venue options during this detailed review process including the two you mention above. Given the circumstances, the cost isn't crazy at all; we pay ~\$30,000/year for ice time for 26 hockey players because we don't have our own rink, is that crazy? Ipswich CC was the clear cut best option for the tennis program in the short term.

As far as fixing the Pingree Courts goes I would encourage you to include the Tennis Courts in your Capital Planning Subcommittee recommendation on Capital Projects. I'm not sure the folks in Hamilton will appreciate the "good faith" comment when they have to foot 65% of the bill to repair public courts that are owned by the Town of Wenham.

5. We voted in 50% reduction of user fees, but this looks all over the board and it says 59%?? Nothing is "all over the board" as you are suggesting. We are using the same exact formula to develop the FY20 Athletics Budget that we used to develop the FY19 Athletics Budget; nothing has changed. Based your comments it would appear that you don't fully comprehend how the District's Athletic Budget is developed and how User Fees are calculated. I'm happy to go over it again, in a group setting, if that would be helpful.

19. Central office:

- a. Sick day buy back \$13459 108.64% why is this? A lot more retirements? See January 16th Written Response
- b. Cont. Serv. Bus & Finance \$73k 75.26% - What is this, another contract person?? We don't have any Contract Staff in the Business Office so I don't know what you are referring in your "another contract person" comment. This is the \$73,000 for the new School Resource Officer. See January 16th Written Response
- c. PD course reimb teachers \$10000 33.33% Is this a new anticipation for more teachers? This is an increase in Teacher Course Reimbursements that was specifically bargained into the new Teacher Contract. See New Teacher Contract
- d. District extended responsibilities?? What is this? \$3694 8.82% Related to Stipends. See New Teacher Contract

20. District maintenance programs:

- a. Salary maint. Dir and staff \$14194 16.07% See January 16th Written Response
21. How can we manage our out of district placements better? See Director of Student Services (Bucyk) presentation to the SC on January 2nd. Can we do a co-pay? Absolutely not. I would encourage you to familiarize yourself with the 6 Major Principles of the Individuals with

Disabilities Education Act (IDEA), in particular the Free Appropriate Public Education (FAPE) principle. There seems a lot of dropped co-pays where we use to have this in place.. I don't know what you are referring to here.

Thanks, Stacey

On Jan 11, 2019, at 6:51 PM, Polito, David <D.Polito@hwschools.net> wrote:

All,

I am writing to gauge interest in scheduling a Budget Workshop and if there is interest what specific items you would be interested in working on.

Adding another meeting for a workshop was brought up at our last school committee meeting and while Jeff has said he would be happy to work with the school committee on their budgets questions and needs.

So please respond if you would like a budget workshop to be scheduled and what specific items you would like to have worked on. I will treat all non-responses as you not feeling there is a need for an additional budget meeting to be added.

David

David Polito, Ed.S.
Chair
Hamilton-Wenham Regional School Committee
d.polito@hwschools.net
He/Him/His

Sands, Jeffrey

From: Sands, Jeffrey
Sent: Friday, January 25, 2019 10:10 AM
To: Polito, David; Lee, Gene; Gertz, Kerry; Jeanise Bertrand; Wolczik, Peter; Michelle, Bailey; Stacey Metternick; Harvey, Michael
Subject: Responses #3 > FW: BUDGET WORKSHOP

All,

Please see my responses (in red) to additional questions below.

Regards,
 Jeff

Assistant Superintendent of Finance & Administration
 Hamilton Wenham Regional School District
 5 School Street
 Wenham, MA 01984
 978-626-0827

From: Bailey, Michelle
Sent: Saturday, January 12, 2019 10:54 AM
To: Wolczik, Peter; Polito, David; Gertz, Kerry; Lee, Gene; Jeanise Bertrand; Stacey Metternick
Cc: Harvey, Michael; Sands, Jeffrey
Subject: Re: BUDGET WORKSHOP

What did we cut from this year into next year's budget? One (1) 5th Grade Teacher at \$58,541, \$15,500 in Maintenance Truck Leasing Costs (3 trucks to be purchased for \$1 each at lease end in FY19), and \$65,000 in "anticipated staff replacement savings" (this was a budget placeholder for additional salary savings beyond anticipated retirement savings linked to specific individuals; I'm not comfortable doing this again in FY20).

What is this year's budget keeps you up at night that we might be "under-budgeting?" I don't believe we are knowingly "under-budgeting" anything at the present time. That said, what concerns me most is Out-of-District Placement Costs (Tuition and Transportation), our OPEB Liability and the absence of a properly funded trust, and Healthcare Costs....in that order.

How much are we spending on "OPEB" type benefits in our current budget? And what is the expect growth rate? What is driving the increase number of aggregate retirees between now and 2050?

Our Actuary has estimated "pay-as-you-go" benefit costs in FY20 at \$975,651. Exhibit D Column VIII "Total Employer Payments" (page 60 in the GASB 75 Actuarial Valuation Report) provides a schedule of estimated pay-as-you-go values for the next 30 years (see link below).

Please note that with a pay-as-you-go funding approach, contributions are only made as current benefit payments become due and that the funding necessary to cover any future liabilities are not accumulated.

All Actuarial Methods and Assumptions are made in accordance with GASB Statement #75. Valuation Assumptions can be found beginning on page 13 of the GASB 75 Actuarial Valuation Report (see link below). These Assumptions can also be found on page 41 of our FY18 Audited Financial Statements for the year ended June 30, 2018.

[http://www.hwschools.net/uploaded/District/Audit_Reports_FY2018/GASB_75 - FY18.Report \(HWRSD\) - Delivered August 21 2019.pdf](http://www.hwschools.net/uploaded/District/Audit_Reports_FY2018/GASB_75_-_FY18.Report_(HWRSD)_Delivered_August_21_2019.pdf)

http://www.hwschools.net/uploaded/District/Audit_Reports_FY2018/Hamilton-Wenham_RSD_FY18_Financial_Statements.pdf

From: Wolczik, Peter
Sent: Friday, January 11, 2019 9:36:47 PM
To: Polito, David; Gertz, Kerry; Lee, Gene; Jeanise Bertrand; Bailey, Michelle; Stacey Metternick
Cc: Harvey, Michael; Sands, Jeffrey
Subject: Re: BUDGET WORKSHOP

Stacey is out of town on business and we know she asked for this meeting, so I am sure she will agree with the need for this meeting. Thank you.

Best,

PW

From: Polito, David
Sent: Friday, January 11, 2019 6:51:34 PM
To: Gertz, Kerry; Lee, Gene; Wolczik, Peter; Jeanise Bertrand; Bailey, Michelle; Stacey Metternick
Cc: Harvey, Michael; Sands, Jeffrey
Subject: BUDGET WORKSHOP

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David

David Polito, Ed.S.
Chair
Hamilton-Wenham Regional School Committee
d.polito@hwschools.net
He/Him/His

DONATIONS

School Committee Meeting
January 30, 2019

Friends of Hamilton-Wenham Regional High School & Miles River Middle School	\$1,000
• To help with the 6 th & 8 th grade field trips to the Museum of Science	
Friends of Cutler	\$86.25
• To help with the cost of field trips	
Friends of the Arts	
• Purchase of a new full-sized Tuba for HS Concert Band	\$2,999.99
• Shipping for Tuba	+/- \$50.00

Hamilton Wenham DECA

BUSINESS PROFESSIONAL DONATIONS FOR DECA

The following pages contain the detailed list of sponsors who donated to the DECA program at Hamilton Wenham for the purpose of supporting the financial cost of the program this year. The total amount donated was \$2,970.00.

Name	Business Name	Address	Donation amount
Catherine Petitt	Obagi	401 Bay Road, Hamilton, MA 01982	\$30.00
Tyson Goodridge	Dialogue	26 Arbor Street, Wenham, MA 01984	\$30.00
Katherine Brunault	Hamilton Wenham School of Dance	53 Mill Street, S. Hamilton, MA 01982	\$30.00
Amy Katz	After Nines, Inc.	116 Gregory Island Rod, S. Hamilton, MA 01982	\$30.00
Barbara Vanderwilden	Weeden & Co	2 International Place, Suite 1820, Boston, MA 02110	\$50.00
Jacqui Moynihan	Home Aide Care Solutions	462 Washington Street, #2493, Woburn, MA 01888	\$50.00
Jacqueline Martin	Over the Rainbow	38 Enon Street, Beverly, MA 01915	\$100.00
Lori Morency	Lori Morency Personal Training	218 Bay Road, Hamilton, MA 01982	\$100.00
Sarah Willwerth	Anthony & Dodge PC	227 Willow Street, Suite 1-1, S. Hamilton, MA 01982	\$100.00
Bill Hogan	Hogan Tire Centers	403 Washington Street, Woburn, MA 01801	\$100.00
James Waterman	Kokinos Waterman PC	220 Broadway, Suite 101, Lynnfield, MA 01940	\$100.00
John Colucci	McLane Middleton	300 TradeCenter, Suite 7000, Woburn, MA 01801	\$100.00
Lori Johnson	ReadCoor, Inc.	23 Highland Street, S. Hamilton, MA 01982	\$100.00

Name	Business Name	Address	Donation amount
Susan Shelby	Rhino Public Relations LLC	2 Bittersweet Lane, S. Hamilton, MA 01982	\$100.00
Amy Jones	SaleStart	54 State Street, Newburyport, MA 01950	\$100.00
David Jones	Leerink	1 Federal Street, Boston, MA 02110	\$100.00
Patricia Beckwith	Constitution Financial Partners	85 Constitution Lane, Suite 100E, Danvers, MA 01923	\$250.00
Holly Schmidt	Hollan Publishing, Inc.	4 Butler Avenue, Manchester, MA 01944	\$500.00
Peter Rogal	Gold Circuit Electronics	18 Park Street, Danvers, MA 01923	\$1000.00

Grant Proposal

Hamilton-Wenham Friends of the Arts

Dear Members of FOTA,

I am writing to apply for a grant to buy a new tuba for the HS Band.

In instrumental music, schools supply certain instruments. It has to do with economics. Simply put, bigger instruments cost more money to purchase. So, for example, a student wants to learn to play saxophone. An alto sax (a small sax) is only \$50 a month to rent to own. A baritone sax (same instrument but bigger) costs a hundred dollars a month to rent to own. They are both the same instrument, but one plays lower. Both are equally necessary for instrumentation purposes, but parents and guardians are only going to invest in the smaller (cheaper) instruments because if their sons or daughters decide not to pursue a career in band, they're out less money. So, band programs supply all the large instruments to students.

Over the course of years, Instruments slowly getting dinged up. Things get dented, slides and valves start to freeze, and typical wear and tear makes instruments eventually unplayable. There is only so much repairs one can do. It's much like a car. Once it becomes untenable to pay for the constant car repairs, it's time to buy a new car. The tuba that we are currently using is actually a tuba that I got it from my career in the Air Force bands program by pulling some strings from when the unit was disbanded. It's from East Germany in the early 60s. It's barely playable. It's frustrating for the tuba player because the instrument is holding him back. He recently told me "I can't move the valves fast enough for this piece." His fingers are fast enough, it's the instrument that isn't responding and I've done all I can do to make it more responsive. We are planning on playing a Bernstein piece this Spring Concert that features a brass quintet in front of the band. Playing on this current instrument in an issue. (Also, notably, that means this particular instrument would be featured in front of the band in concert this spring.)

I would like to buy new tuba because the tuba is one of the primary instruments of the ensemble. Having a good tuba player is like having a good offensive line in football. It's the foundation upon which everything is based. Enclosed you will find the description of the tuba I wish to purchase. Allora is a good brand. And, if you decide to look up the price of other tubas, you'll find this one is pretty far down the low end in price. If this grant is requested, the instrument would help out the high school band well into my retirement years a decade or so down the line. It would make the band sound better and make for a much more joyful experience for all members involved.

Thank you for entertaining my request.

Regards,


Erik Fecke

Grant Proposal
Hamilton-Wenham Friends of the Arts

Date submitted: 09 JAN 19

Applicant: ERIC FEUER

Title of proposed purchase or project: NEW FULL-SIZED TUBA FOR HS

Amount Requested: \$ 2999.⁹⁹ (+/- \$50 FOR SHIPPING)

Subject area(s) grant would support: HS CONCERT BAND

School(s) grant would impact: HWRHS

Grade level(s) grant would impact: 9-12

Description: SEE ATTACHED

Continue on back if necessary

Please attach a photocopy of an online or catalog listing (if applicable) with details and vendor/price/shipping information about the product or service for which you are requesting funding.

Friends of the Arts pays vendors directly. If your request is approved, we will provide you with a check written to the vendor, for you to submit with your order. Please do not pay the bill from a personal or school account and request reimbursement.

Submit proposal to: FOTA P.O. Box 198 Hamilton, MA 01936
Or email us at info@hwfota.org

December, 2014

Have Questions?
Give us a call 888-566-6123

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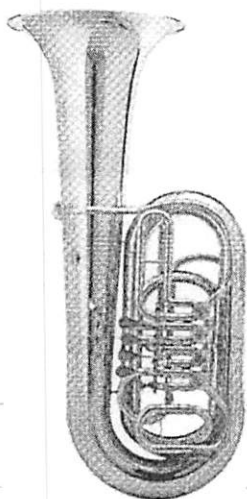
Allora AATU-105R Series 4-Rotary Valve 4/4 BBb Tuba

Sku #5850060000000000

(0 Reviews)

[Write a Review](#)

45 day price guarantee, 45 day return policy, 100% secure shopping



\$2,999.99

In Stock and Ready to Ship

This oversized item has special shipping requirements. ([Find out more](#))

Restrictions Apply (Details)

Qty:

Platinum Coverage: (What's This?)

- ☐ 60 MONTH Warranty for \$689.99
- ☐ 36-MONTH Warranty for \$349.99
- ☐ 24-MONTH Warranty for \$219.99
- ☒ Decline Coverage

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[See All Allora Bb Tubas](#)

Smooth rotary valve action at an affordable price.

The Allora AATU-105R Series 4-Rotary Valve 4/4 BBb Tuba is the perfect choice for the advancing student, band director, or hobbyist wanting an affordable tuba with rotary valves. This low-maintenance tuba features a .748" bore, and a 16.7" upright yellow brass bell that provides deep, full resonance and strong projection. With smooth action rotary valves the AATU-105R offers excellent playability. Durable construction offers years of reliable performance. Includes a mouthpiece and a molded plastic case with wheels.

allora

The Allora line of instruments was developed to offer the student musician an excellent start to their music career, at prices that parents can afford. Allora instruments meet exacting standards for intonation, comfort, and mechanical reliability and are an ideal alternative to renting.

FEATURES

- 4 rotary valves
- .748" bore
- 16.7" upright yellow brass bell
- Includes case and mouthpiece

Order a great set-up tuba!

top products in bb tubas