



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

REGULAR SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Wednesday, February 27, 2019

7:00 PM

1. Call to Order 7:00
2. Pledge of Allegiance
3. Approval of Warrants
4. Citizens' Comments
5. Chair's Report
6. Superintendent's Report
7. Consent Agenda
 - a. Minutes
 - January 30, 2019 Exhibit A
 - February 13, 2019 Exhibit B
8. New Business
 - a. Student Government Presentation
 - b. Report on School Committee & Superintendent's Goal Progress Exhibit C
 - c. FY19 Financial Forecast Exhibit D
 - d. SC Budget Communication Plan
 - e. Office Personnel Contract Authorization
 - f. Custodial Contract Discussion Exhibit E
 - g. Superintendent Search Process Exhibit F
 - h. Donations Exhibit G
 - Hamilton Wenham Girls Soccer \$765.00
 - Hamilton Wenham Boys Soccer \$834.00
 - Friends of Cutler Elementary \$463.00
9. Committee Reports
 - a. Policy-Legislative
 - b. Capital Planning-Finance & Turf Field
 - c. Student Rep.
 - d. Other-School Liaisons Updates
10. Other
 - a. Topics for next meeting
11. Vote to Adjourn 9:30

David Polito, Chairperson HWRSC

dmb

Knowledge • Responsibility • Respect • Excellence

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

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

Present:

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

Also Present:

Michael Harvey, Superintendent
Jeffrey Sands, Assistant Superintendent (6:40 pm arrival)
Lauren Verge, Student Government Representative

1. Call to Order - Public Hearing on School Choice 6:30pm

David Polito calls the Public Hearing on School Choice to order at 6:35 pm, opening the floor to citizen comments (none).

Dr. Michael Harvey provides an overview of the HW School Choice program, open to students in grades 6-12.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE
VOTE TO CLOSE THE PUBLIC HEARING ON SCHOOL CHOICE.**

**MOTION by Stacey Metternick; SECONDED by Gene Lee.
Unanimously approved by 6 members present.**

David Polito closes the Public Hearing on School Choice at 6:45 pm.
David Polito calls the Hamilton Wenham School Committee meeting to order at 6:45 pm.

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Approval of Warrants

Present: David Polito, Gene Lee, Stacey Metternick, Peter Wolczik

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

The following warrants were approved (6:46 pm - 6:57 pm):

Voucher #	Amount
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2667	\$246,323.03
16	\$10,442.31
1030	\$776,254.96
1029	\$373,893.13
2665	\$12,112.41
2666	\$6,355.20
2668	\$72,280.23

4. Citizens' Comments

None.

5. Chair's Report

None.

6. Superintendent's Report

- First set of ALICE drills occurred at the Middle and High Schools. Faculty received further training regarding ALICE techniques. Dr. Harvey recognizes the Hamilton and Wenham Police and Fire departments for their assistance with organizing and carrying out these drills.
- The second Joint meeting (HW FINCOMS, BOS, and HWRSD) is scheduled for Tuesday, February 2, 2019 at 7:00pm.

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

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA INCLUDING MINUTES FROM DECEMBER 4, 2018; DECEMBER 5, 2018; DECEMBER 19, 2018; JANUARY 2, 2019; AND JANUARY 16, 2019; THERE WILL BE NO FURTHER DISCUSSION ON THESE ITEMS.

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

8. New Business

A. Smoking By-Law – Bryan Menegoni

Exhibit F

Bryan Menegoni presents *HWRHS Response to Vaping*:

- What is a vape? Reviews common terminology, concerns with changing state laws

- regarding marijuana, increasing access, etc.;
- What is a Juul? A Juul is the most common device found in the high school; the small size allows for covert usage and storage; Mr. Menegoni expresses concern regarding possible sales during school hours and on school property;
- What are the statistics on vaping? Overview of national/local statistics, highlighting 2018 reporting of 48.5% students “trying a vape”;
- Why are we concerned about vaping? Mr. Menegoni details the health concerns surrounding nicotine, aerosol, nicotine exposure, and the potential for marijuana consumption. Highlights the health concern particularly concerning education: students use and distribute vapes in school; withdrawal effects impact learning; and use of school restrooms takes valuable time away from learning (both from students vaping and from students reporting avoidance of restrooms);
- What is our current response? The student handbook guides current response, however there is a need to develop a response that better addresses the health and learning concerns as well as a detailed disciplinary method aligning with state law. Mr. Menegoni recognizes the parents, school administration, town board of health, wellness committee, and other community members involved;
- What response are we developing?
 - No distinction between possession or use;
 - Education: (1) nicotine cessation program; (2) high school health curriculum enhancements;
 - Discipline: (1) detention; (2) multiple offenses result in 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 consequences;
 - Going beyond MIAA minimum penalty;
 - Include athletics, clubs/activities, extracurricular events

Discussion regarding a fine system, strategies regarding enactment of fines, MIAA guidelines, distinction between use, possession, and sale of the products.

Discussion regarding athletic consequences and involvement from the Board of Health. Michelle Bailey states that the “mandatory” athletic meetings are not mandatory. Further, inquires as to why the proposal is higher than MIA standard, pointing to the fact that inclusion in team activities may be a crucial component of recovery for some students. Michelle asks for details regarding the collection of fines including who collects the fines, where funds are deposited, and what the cessation education entails.

Discussion regarding the importance of athletics and the use of involvement as a deterrent. Mr. Menegoni details the suggested athletic participation consequences and states that the fines are directed to Town Hall, but he is unsure how the money is handled after that. Dr. Giselle Perez, representing the Hamilton Board of Health, speaks about athletic participation as an effective deterrent, and further explains the cessation program which encompasses research and approaches surrounding addiction, Cognitive Behavioral Therapy, and education.

Discussion regarding disciplinary measures, ethical concerns in determining “guilt” of student, and the regulatory authority of various entities enforcing/collecting fines.

Andrew Ting, Wenham Board of Health Chair, details the discussions between

Hamilton/Wenham Boards of Health regarding the fine system, policies discussed, and current understanding of regulatory language needed regarding vaping in schools.

Discussion regarding surrounding area approaches to similar concerns.

Lauren Verge asks about distinction between nicotine and marijuana possession/use of vaping, with Mr. Menegoni stating that state law regulates marijuana use/possession.

Mr. Menegoni details next steps involved in this process. Michelle Bailey asks when School Council would become involved, with Mr. Menegoni stating that the council must approve changes to the Student Handbook, but this happens later in the process. Michelle asks for names of members on the Council, with Mr. Tracy agreeing to email names of members and most recent meeting minutes.

Further discussion and questions regarding vaping, cultural aspects, statistics, best approaches, local community concerns, etc.

B. Vote on School Choice for FY20

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
VOTE TO ACCEPT SCHOOL CHOICE FOR FY20 FOR GRADES 6-12.**

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

C. FY20 Budget Review

Exhibit G

- FY20 Operating Budget

Jeff Sands states that the vote to approve the FY20 operating budget is scheduled for the next School Committee meeting. He reviews the Superintendent's recommendation for FY20 Operating Budget as previously presented, as well as options available should the School Committee wish to reduce the operating budget.

David Polito & Gene Lee report on items regarding specific line items on the budget; strategy in decreasing budget/associated budget items; town support of OPEB; and details of OPEB funding.

Michelle Bailey points out that the athletic user fee reduction is disproportionate considering other extracurricular activity costs, and adds that she will not support the School Resource Officer as a part of the school district budget.

David Polito disagrees with the statement about athletic user fees, and further states that protesting the School Resource Officer creates issues that he would rather resolve through discussion this evening. He asks if Michelle would approve budget should the SRO be removed, with Michelle stating that this is a possibility depending on the town's reaction to OPEB on 02/02/2019 Joint Meeting.

Stacey Metternick states she is also uncomfortable with the School Resource Officer on the district budget.

Further discussion regarding the School Resource Officer costs and budget line item.

Discussion regarding other strategies in reducing budget, with Stacey Metternick suggesting a \$300,000 reduction in Special Education costs because of the inability to predict future year costs, the impact/suffering to regular education, etc. Discussion regarding legality of this suggestion, with Stacey arguing that this cut has been made in the past. Further discussion regarding this suggestion, and consideration of additional strategies, etc.

Jeff Sands asks that the School Committee answer the questions listed on page 57 of the [FY20 Budget Workshop](#). Michelle Bailey states she would have liked administration to have developed a budget showing a 3% increase, but understands it is too late to do so.

David Polito asks for the committee to focus on answering the questions detailed on page 57.

- Michelle Bailey is awaiting 02/02/2019 Joint Meeting for information concerning OPEB.
- Stacey Metternick is also awaiting 02/02/2019 Joint Meeting;
- Jeanise Bertrand supports the budget recommendation;
- David Polito supports the budget recommendation;
- Gene Lee supports the budget recommendation;
- Peter Wolczik states he is not overjoyed about the budget, but will do what is best for the students;

Based on feedback from School Committee members, Jeff Sands will not make any changes to the budget, and the vote for approval will occur 02/13/2019.

D. Donations (moved item on agenda)

Exhibit H

DECA – Business Professional Donations \$2,970.00

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM DECA BUSINESS PROFESSIONALS IN THE AMOUNT OF \$2,970 (INDIVIDUAL DONOR NAMES AND AMOUNTS READ ALOUD, AS LISTED IN THE SCHOOL COMMITTEE PACKET, PAGES 74-75, EXHIBIT H1).

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

Thank you to each sponsor who donated to this vital program!

Friends of HWRHS/MS - \$1,000.00

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM FROM THE FRIENDS OF HAMILTON-WENHAM REGIONAL HIGH SCHOOL & MILES RIVER MIDDLE SCHOOL IN THE AMOUNT OF \$1,000.00 TO HELP WITH THE 6TH & 8TH GRADE FIELD TRIPS TO THE MUSEUM OF SCIENCE.

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

Thank you to the Friends for their generous support!

Friends of Cutler - \$86.25

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER IN THE AMOUNT OF \$86.25 TO HELP WITH THE COSTS OF FIELD TRIPS.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey.

Unanimously approved by 6 members present.

Thank you to the Friends for their generous support!

Friends of the Arts - \$2,999.99

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF THE ARTS IN THE AMOUNT OF \$3,625.92 FOR THE PURCHASE AND SHIPPING OF A NEW FULL-SIZED TUBA FOR THE HIGH SCHOOL CONCERT BAND.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey.

Unanimously approved by 6 members present.

Thank you to the Friends of the Arts for this generous support!

(C. continued - FY20 Budget Review).

- Adjourn into Executive Session

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

MOTION by David Polito; SECONDED by Michelle Bailey.

Jeanise Bertrand -Yes

David Polito -Yes

Gene Lee -Yes

Michelle Bailey -Yes

Stacey Metternick -Yes

Peter Wolczik -Yes

Unanimously approved via roll call vote at 9:34 pm.

School Committee returns to regularly scheduled meeting at 10:05 pm.

- Longmeadow Update

School committee has authorized district leadership to proceed with negotiation on properties on Longmeadow Way.

9. Other

A. Topics for Next Meeting

- Michelle Bailey requests a more detailed explanation regarding the School Calendar either during the next meeting (02/13/2019) or following meeting (02/27/2019);
- HR217 - Appointment of School Committee member to approve warrants;
- Public Hearing & School Committee Vote: Adoption of FY20 Operating Budget;
- Approval of Executive Session minutes (already in dropbox);
- 03/27/2019 placeholder for OPEB speaker.

10. Vote to Adjourn

9:30pm

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

MOTION by David Polito; SECONDED by Jeanise Bertrand.

Jeanise Bertrand -Yes

David Polito -Yes

Gene Lee -Yes

Michelle Bailey -Yes

Stacey Metternick -Yes

Peter Wolczik -Yes

Unanimously approved by 6 members roll call vote.

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, February 13, 2019 7:00 PM**

Present:

Jeanise Bertrand
Kerry Gertz (late arrival, 7:05 pm)
David Polito, Chairperson
Gene Lee, Vice Chairperson
Michelle Bailey
Stacey Metternick, Secretary
Peter Wolczik, Assistant Secretary

Also Present:

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

1. Call to Order

David Polito calls the Hamilton Wenham School Committee meeting to order at 7:03 pm.

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Approval of Warrants

Present: David Polito, Stacey Metternick, Peter Wolczik, Michelle Bailey

Also present: Don Gallant, Treasurer; Kevin Mahoney, Assistant Treasurer; Mahala Lettvin, Recording Secretary

The following warrants were approved (7:05pm - 7:19pm):

Voucher #	Amount
1032	\$54,310.23
1031	\$768,712.54
17	\$6,847.56
2677	\$160,446.89
2678	\$100,513.99

2669	\$91.00
2670	\$649.60
2671	\$73.82
2674	\$601.50
2673	\$501.50
2672	\$22,522.19
2675	\$1,049.69

4. Citizens' Comments

None.

5. Chair's Report

David Polito reminds community that the School Committee member nomination papers are due back by February 25th 2019.

6. Superintendent's Report

- Kindergarten registration: Next fall HWRSD will welcome the class of 2032 to kindergarten. The HWRSD's annual Kindergarten Information Night will be held on Monday, March 18th at 6:30 PM at the Buker Elementary School. Registration will be held at the HWRSD District Offices, 5 School St., Wenham on Monday April 1st through Friday April 5th from 9:00 AM to noon. Additionally, registrations will be taken from 2:00 PM to 6:00 PM on Wednesday, April 6th. Registration information and the required forms are available on the District Website. (www.hwschools.net)
- Boston Globe Scholastic Art & Writing Awards: The Hamilton-Wenham Regional High School Visual Arts and English Departments are proud to announce that our students have received two gold keys, six silver keys and eight honorable mentions in the 2019 Boston Globe Scholastic Art and Writing Awards. Established in 1923, the Scholastic Art and Writing Awards are the longest-running, most prestigious recognition program for creative teens in the United States. Gold Key works will automatically advance to national judging and will be considered for national awards. Gold Key work is currently being reviewed at the national level in New York City by panels of creative professionals. National Medalists selected by these panelists will be announced on Wednesday, March 13, 2019. Gold Key award-winning work will be exhibited at the Massachusetts Scholastic Art and Writing Awards regional exhibition at Breed Memorial Hall, Tufts University, from March 16 through March 25. To see the student artwork please visit: hwfinearts.blogspot.com
 - *Visual Arts:* At Hamilton-Wenham Regional High School Violette Holbrook received a gold key. Aidan Heney, Makenzie Liphardt, and

YueYan Zhang received silver keys. Miranda Boyd, Margaret Brown, Lily Cassidy, Annabel Howley and Olivia Malloy received honorable mentions. At Miles River Middle School Maya Beach received two honorable mentions.

- *English:* At Hamilton-Wenham Regional High School Nidhi Pillai received a gold key and an honorable mention. Megan Amero received a silver key and Nora Sullivan-Horner received two silver keys.
- HWRSD Winter Athletes: Congratulations to Boy's Basketball! The team qualified for their 13th straight postseason this past weekend. The Boy's Basketball team will play for at least a share of the CAL Baker Title on February 14th.
 - Congratulation to Calvin Dalton, an HW Student-Athlete who wrestles with Salem. Calvin won an individual Sectional Championship in the 113 pound weight class this past weekend.
- School Committee nomination papers: Nomination papers for three open seats on the HW School Committee 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. The candidate must bring their nomination papers to their respective Town Clerk to be certified that they the candidate is a registered voter prior to gathering at least 40 registered voter signatures from either town. If you have any questions, please call Donna Bunk @ 978-626-0821.

7. **Consent Agenda**

A. Minutes - Executive Sessions

- | | |
|--------------------|-----------|
| • January 24, 2018 | Exhibit A |
| • April 25, 2018 | Exhibit B |
| • October 10, 2018 | Exhibit C |

As Dr. Harvey has pointed out previously, Stacey Metternick notes that executive session minutes do not need approval through motion of the School Committee. **Executive Session minutes need to be announced in open session meeting.** The School Committee previously authorized secretary to approve executive session minutes, and therefore secretary's statement is sufficient. The executive session minutes from January 24, 2019, April 25, 2018, and October 10, 2018 have been reviewed and approved by Stacey Metternick, secretary, as well as reviewed and approved by Naomi Stonberg, counsel.

8. New Business

D. Donations (moved)

The Friends of Cutler – \$650.00

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE OR ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER IN THE AMOUNT OF \$650.00 FOR DIGITAL PORTFOLIOS FOR GRADE 2, JOURNAL PROMPTS & SENSORY MATERIALS FOR GRADE 1, AND PURCHASING EXTRA BOOKS FOR THE GRADE 5 BOOK CLUB.

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

The Friends of MRMS/RHS – \$300.00

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE OR ACCEPT THE DONATION FROM THE FRIENDS OF MILES RIVER MIDDLE SCHOOL/REGIONAL HIGH SCHOOL IN THE AMOUNT OF \$300.00 TO HELP WITH THE COST OF THE 8TH GRADE DANCE.

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

Thank you to the Friends groups for the amazing and generous work they do for our schools, students, and our community.

C. Approval of Warrants Procedure (moved)

Exhibit F

David Polito summarizes the 2018 Chapter 440 decision which allows for one School Committee member to sign warrants and report back to the School Committee.

Discussion regarding the change in schedule given that meetings will no longer have to be built around warrants/ payroll schedule. Jeff Sands says his recommendation would be to designate a primary and backup signor. David Polito and Kerry Gertz both volunteer/nominate themselves.

Michelle Bailey states that she does not think it is particularly burdensome to have members sign during the scheduled meeting time, and doesn't think this is beneficial unless the School Committee plans on changing the meeting schedule.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CHANGING OF SIGNING OF WARRANTS FROM THE MEETING TO A SINGLE SIGNOR, AND I NOMINATE KERRY GERTZ TO BE AUTHORIZED IN THIS CAPACITY.

**MOTION by Jeanise Bertrand; SECONDED by Kerry Gertz.
Approved by 5 members; Opposed by 2 members - MOTION PASSES**

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE NOMINATE DAVID POLITO TO SERVE AS THE ALTERNATE DESIGNEE TO SIGN WARRANTS.

**MOTION by Jeanise Bertrand; SECONDED by Gene Lee.
Unanimously approved by 7 members present.**

a. FY20 Budget Public Hearing #2
FY20 Budget Review

Exhibit D

7:35 pm official opening of the second public hearing on budget.

Jeff Sands reviews budget process. Discussion regarding operating costs, regional regulations, and costs specific to SRO. Jeff reads his recommendation in its entirety, found in [The School Committee Packet, Exhibit D1, pages 20-21](#). Dr. Harvey points out that the committee can approve the budget as is, and then, should the towns have cover costs, the School Committee can vote the district budget down.

David Polito opens up the floor to citizen comments on budget.

Alex Begin, Wenham resident & Wenham Finance Advisory Committee Chair: Clarifies his understanding of the SRO costs and ultimate responsibility for covering such costs. Discussion between Alex Begin and Jeff Sands regarding hypothetical scenarios, with Jeff reiterating that he and Dr. Harvey are recommending that the district budget include the SRO Program.

Alex Begin provides detailed summary of the Wenham town budget and need for override.

Jeff Sands states he is struggling with Wenham's decision to attribute the entirety of the override to the schools. Alex argues that this override is structured in the exact way as last year's override.

David Polito points out that Wenham is calling their budget a "level service budget," however they have not accounted for the current students and enrollment shifts typically included in level service.

Discussion regarding override, information presented to townspeople, unnecessarily attributing override to school district.

Alex Begin states that Wenham has been considering increasing levy capacity, to obtain funds to offset costs, however, it will not help this year. Override is needed to fund Wenham's town budget, as well as the school's budget (argument & discussion regarding this, specifically with regard to the warrants at town meeting).

Michelle Bailey asks that Wenham present a budget override where the town and school hold half the burden, as this doesn't need to fall entirely on the schools. Alex responds that

this is not a philosophical decision; it is strictly a policy one.

Further discussion on Wenham override, levy limit, and town meeting.

David Polito inquires as to Wenham's support of the OPEB funding presented at Joint Committee meeting on 02/13/2019. Alex Begin says he does not think funding OPEB is a bad idea, however, he does not know how this will be afforded.

Stacey Verge, Hamilton: enthusiastically supports the SRO program. Ms. Verge voices her support for the placeholder recommendation in the budget, as without this, we risk not having SRO.

Adopt FY20 Budget

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVES AN FY20 TOTAL GENERAL FUND EXPENDITURES 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 DATED 2/13/2019.

MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.

Discussion: Michelle Bailey suggests that the district budget reflect \$1 for the SRO program. Stacey Metternick also wants to reduce the amount to \$1.

Gene Lee states he would rather have a placeholder for \$70k and later change to \$1, rather than having to increase the amount later.

Peter Wolczik asks what happens if Hamilton ends up not having the money to fund the program. Jeff Sands explains that if the cost is included in district budget, the amount would be there to guarantee SRO program begins.

Michelle Bailey points out that \$73,000 (listed amount for SRO in district budget) is above the average salary of local police officers.

Jeff Sands states this cost was provided by Chief Stevens, further explaining that he did not analyze the cost in detail, given that \$53,000 base salary plus \$20,000 for benefits is not unreasonable.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AMEND THE CURRENT MOTION TO DECREASE THE TOTAL EXPENDITURES BY \$198,000, WHICH INCLUDES \$73,000 FOR SRO PROGRAM AND \$125,000 FOR OPEB FUNDING.

MOTION by Michelle Bailey; SECONDED by Stacey Metternick.

David Polito states that the amendment puts the district at risk of not having SRO in place, and in addition, not funding OPEB will cost the district more in the long run.

(Amendment) Approved by 3 members; Opposed by 4 members - MOTION FAILS

(Original Motion) Approved by 5 members; Opposed by 2 members - MOTION PASSES

THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTES TO ASSESS THE TOWNS OF HAMILTON AND WENHAM A COMBINED TOTAL OF \$29,896,119 AS THE AMOUNT NECESSARY TO OPERATE AND MAINTAIN THE DISTRICT, AS WELL AS PAY DEBT SERVICE, FOR FY20. THE DISTRICT'S ASSISTANT SUPERINTENDENT SHALL DETERMINE THE AMOUNT APPORTIONED TO EACH TOWN, AND THE DISTRICT'S TREASURER SHALL CERTIFY SUCH AMOUNTS TO THE RESPECTIVE TREASURERS OF EACH TOWN WITHIN 30 DAYS OF THIS DATE.

**MOTION by Stacey Metternick; SECONDED by Gene Lee.
Unanimously approved by 7 members present.**

b. Approve Office Personnel Contract Exhibit E
Dr. Harvey explains that Exhibit E in the [School Committee Packet, pages 34-35](#) reflects the tentative agreement reached with office personnel. Dr Harvey provides an overview of the changes to the agreement.

Stacey Metternick points out that the School Committee did not vote to allow administration to enter into negotiations with Office Personnel.

Michelle Bailey asks for the entire contract, and agrees that the School Committee did not authorize administration to negotiate with Office Personnel.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE TABLE THE ISSUE OF REVIEWING THE OFFICE PERSONNEL AGREEMENT UNTIL A FULL CONTRACT IS AVAILABLE.

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Approved by 4 members; Opposed by 3 members - MOTION PASSES**

9. Other

A. Topics for Next Meeting

- Review full contract - Office Personnel
- Executive Session minutes authorizing administration to enter into negotiations with Office Personnel

10. Vote to Adjourn
9:30pm

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE ADJOURN VOTE TO ADJOURN THE HAMILTON WENHAM
REGIONAL SCHOOL COMMITTEE MEETING AT 9:27 PM.**

**MOTION by Stacey Metternick; SECONDED by Gene Lee.
Unanimously approved by 7 members present.**



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

EXHIBIT C

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

School Committee Goals for 2018/2019

- Advocate for a budget that calls for educational excellence while being mindful of the fiscal constraints of the communities.
- Re-Prioritize capital plans and develop implementation strategy.
- Monitor the Cutler SOI Process and act as information is revealed.
- Communication:
 - More active outreach to our legislators regarding our District needs.
 - More communication with town committees--BOS/FINCOM.
- Work collaboratively with the MASC to fully convert and implement the online HWRSC Policy Manual.



HAMILTON-WENHAM

REGIONAL SCHOOL DISTRICT

HWRSD Superintendent's Goals, 2018-2019

Michael M. Harvey, Ed.D.

Goal #1: Student Learning Goal	Linked Strategic Blueprint Initiative	Actions/Timelines	Benchmarks/Products	Evaluation Indicators Addressed
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.	Curriculum, Instruction and Assessment: Curriculum Human Resource Development: Faculty	<ul style="list-style-type: none"> • Trainings for teachers on new curriculum materials • MCAS Data Days for teachers with an emphasis on how the new curriculum resources can support student success • Use learning walks to monitor implementation • Facilitate communication with parents about the new math programs 	Agendas for training sessions. Annual PD Calendar. Agendas from MCAS Data Days Log of Learning Walks Parent communications regarding new math program.	Standard I A-C Standard II C Standard III B Standard IV D

Progress Report 2.27.19: Implementation of the new mathematics resources is progressing on schedule. Peggy McElhinney will be presenting details on the new program to the School Committee on March 13th.

Knowledge

•

Responsibility

•

Respect

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Excellence

Goal #2: Professional Practice Goal	Linked Strategic Blueprint Initiative	Actions/Timelines	Benchmarks/Products	Evaluation Indicators Addressed
Build the Capacity of HWRSD Administrators to Faithfully Implement the DESE's Educator Evaluation System.	Human Resource Development: Evaluation System	<ul style="list-style-type: none"> -Review revised DESE Teacher Evaluation Rubric -Revise HWRSD "Focused Elements of Teacher Evaluation" based on changes to the DESE Rubric -Communicate changes to HWRSD Evaluation System based on new DESE Rubric -Calibrate evaluators using new rubric and DESE training tools 	<ul style="list-style-type: none"> - HWRSD "Essential Elements of Teacher Evaluation" Document -Communications to faculty around "Essential Elements" Document. -Creation of "FAQ" Document on "Essential Elements" -Leadership Team Meetings focused on Teacher Evaluation Calibration 	<ul style="list-style-type: none"> Standard I D Standard II C Standard II D Standard IV D

Progress Report 2.27.19: The Implementation of the Revised Educator Evaluation System is progressing on schedule. An "Essential Elements" of Teacher Evaluation Document was completed in the fall and posted to the HWRSD Website. Additionally, the entire "HWRSD Educator Evaluation System" page of the HWRSD Website was re-developed. In addition to an explanation of the "Essential Elements" we will now be using for teacher evaluation, the page now also includes a timeline of the relevant dates and required forms that are used in the process and a "Frequently Asked Questions" section that was developed from teachers' own questions about the process. In the spring, the Leadership Team will continue the work it started last year around building consensus on what the identified "Essential Elements" look like in practice and calibrating how we report teachers' progress towards proficiency on these elements.

Goal #3: District Improvement	Linked Strategic Blueprint Initiative	Actions/Timelines	Benchmarks/Products	Evaluation Indicators Addressed
Develop new Strategic Blueprint Document to guide the HWRSD's Improvement Efforts for the next five years.	Organizational Development: Strategic Planning	<ul style="list-style-type: none"> -Develop Draft Strategic Blueprint Document incorporating feedback from stakeholder groups. -Circulate draft document among stakeholder groups for feedback. -Revise draft document to incorporate feedback. -Bring final draft document to SC for revision and final approval in January 2019. -Communicate final Blueprint Document to community stakeholders. 	<ul style="list-style-type: none"> -Various Draft Blueprint Documents -Notes from feedback meetings -Final Blueprint Document -Communication Plan -Communications 	Standard III B Standard IV A Standard IV E

Progress Report 2.27.19: The development of a new Strategic Blueprint Document is behind schedule but is progressing. The Strategic Blueprint document underwent several revisions between the summer of 2018 and winter of 2019. The most recent draft is now being circulated to the Friends Groups and building faculty in all schools for feedback. This process will be completed by the end of March. The feedback from these meetings will be considered by the Leadership Team for consideration in a final draft. The final draft should be ready in April. After the final draft is presented to the School Committee, the Leadership Team will develop a series of communications around the plan.

Goal #4: District Improvement	Linked Strategic Blueprint Initiative	Actions/Time lines	Benchmarks/Products	Evaluation Indicators Addressed
Implement ALICE Crisis Response Protocols to ensure student and staff are using the most current practices regarding school safety.	Organizational Development: Structures to Support the Instructional Core	<ul style="list-style-type: none"> -Train Team from HWRSD and local public service as ALICE Instructors -Have all HWRSD Faculty achieve ALICE Basic Certification -Train all HWRSD Faculty on ALICE Drills -Train students on ALICE Protocol -Revise HWRSD Crisis Manual 	<ul style="list-style-type: none"> -Listed Trainings held with Faculty and students -HWRSD will achieve "ALICE Certified Institution Status" -Crisis plans will be updated to reflect ALICE Protocols 	Standard II A Standard III B Standard III C

Progress Report 2.27.19: The ALICE Implementation is progressing on schedule. In August, over 50 members of the HWRSD Faculty and Staff and members of the Hamilton and Wenham Police and Fire Departments were trained as Certified ALICE Instructors. In September and October, every HWRSD Staff member completed the ALICE Online Certification course. Middle and High School Faculty and Staff completed ALICE training drills on November 28, January 30, February 27 and have on more scheduled for April 10. Elementary Faculty will conduct drills on March 13, March 27, April 24 and May 8. I have prepared a draft Crisis Response Plan for the HWRSD. Building principals have been asked to review it and submit feedback. After this feedback is incorporated, we will produce a final draft of the document. Student training on the ALICE Protocol will begin in September of 2019.



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

FY19 Operating Expense Forecast As of February 15, 2019

For Presentation to the School Committee on February 27, 2019

Prepared by:

Jeffrey D. Sands, Assistant Superintendent of Schools

Vincent Leone, Director of Accounting & Payroll



FY19 Operating Expense Forecast (after Offsets) *Overview & Key Assumptions*

- **Salary Costs**
 - Incorporates Actual Costs through 02/04/19 plus all known encumbrances.
 - Includes forecasted values for all Costs not automatically encumbered through June 30, 2019 including; long term substitutes, daily substitutes, overtime, etc.
- **Operating Costs**
 - Incorporates Actual Costs through 02/04/19 plus all known encumbrances.
 - Includes forecasted values for all Costs not automatically encumbered through June 30, 2019 including; school discretionary spending; transportation, out-of-district tuition, maintenance, technology, etc.

We are currently Forecasting to end the year \$5,000 or 0.02% favorable to Budget.



FY19 Operating Expense Forecast (after Offsets)

Summary by DESE Budget Category

Summary by DESE Category		FY19	FY19	FY19
		Budget	YE Projection	Over/Under
Administration		\$ 1,180,028	\$ 1,100,028	\$ 80,000
Capital, Operations, Maintenance		\$ 2,184,501	\$ 2,194,501	\$ (10,000)
Guidance, Counseling, Testing		\$ 1,110,803	\$ 1,120,803	\$ (10,000)
Inst. Materials		\$ 1,006,104	\$ 1,006,104	\$ -
Instructional Leadership		\$ 3,082,942	\$ 3,092,942	\$ (10,000)
Insurance, Retirement, Other		\$ 4,173,276	\$ 4,173,276	\$ -
Other Teaching Services		\$ 2,477,389	\$ 2,552,389	\$ (75,000)
Prof. Dev.		\$ 223,799	\$ 223,799	\$ -
Pupil Services		\$ 2,437,988	\$ 2,387,988	\$ 50,000
Teachers		\$ 11,927,090	\$ 11,927,090	\$ -
* Tuitions		\$ 2,090,140	\$ 2,110,140	\$ (20,000)
District Totals		\$ 31,894,058	\$ 31,889,058	\$ 5,000

* - Assumes the use of an additional \$525K in CB Offset vs Budget. This would fully deplete the CB Reserve Account as of 6/30²⁴/19.

From: [Polito, David](#)
To: [Bunk, Donna](#)
Cc: [Harvey, Michael](#)
Subject: Fw: Contract Negotiation Question
Date: Monday, February 25, 2019 4:14:43 PM

Hi Donna,

Can you please add the attached email to the dropbox for Wednesdays meeting.

Thank you
 David

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

From: Naomi Stonberg <nstonberg@bhpklaw.com>
Sent: Monday, February 25, 2019 9:56 AM
To: Polito, David
Subject: Re: Contract Negotiation Question

David, As we discussed, I believe de facto authorization was granted to negotiate the clerical agreement because the Superintendent for the past several contracts has negotiated the non professional contracts after the teachers' contract has settled. In addition, it is my understanding that the process for negotiating these contracts was discussed in executive session. However, I have discussed this matter with the Superintendent and he is uncomfortable moving forward with his recommendations on the tentative agreement until the Committee formally votes to authorize the negotiations of the clerical and the custodian contracts. He believes that he needs clarification that he was not acting outside his authority. This vote should take place quickly because the union can take the position that by not voting on the tentative agreement, the Committee is committing an unfair labor practice. Please feel free to contact me if you would like to discuss this further. Naomi

On Feb 24, 2019, at 11:56 AM, Polito, David <D.Polito@hwschools.net> wrote:

Naomi,

I am writing to you to ask about the superintendent and assistant superintendent's ability to negotiate contracts on behalf of the school committee. More specifically, whether or not explicit permission is needed from the school committee to negotiate each contract.

It seems that the HWRSC voted to give Dr Harvey and Jeff Sands authority to negotiate the teachers contract but apparently did not vote to specifically authorize negotiations for the secretarial contract which has been primarily negotiated, nor the custodial contract which was scheduled to begin negotiations.

Two member of the school committee called out the administration on this at our last meeting and I am looking for clarity on moving forward for our meeting this coming Wednesday.

Thank you,

David

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

Naomi Stonberg
nstonberg@bhpklaw.com
Naomi R. Stonberg, Esq.
Brody, Hardoon, Perkins & Kesten, LLP
One Exeter Plaza
Boston, MA 02116
Tel:(617) 880-7100
Fax:(617)-880-7171
nstonberg@bhpklaw.com

A VACANCY IN THE SUPERINTENDENCY

Key Decisions for the School Committee

Planning for a Transition

Massachusetts Association of School Committees

*MASC is the official representative of the
National Alliance of Superintendent Searchers*

First Steps to Take Upon Notice that a Superintendent Vacancy will Occur

1. **Assess** the attractiveness of your position and consider what makes the position more or less attractive. This will be important in anticipating the size and quality of the candidate pool as these factors will be important considerations for prospective applicants.
 - a. What is the reason for the vacancy in our superintendency?
 - b. Is the position legitimately vacant or is there a clear heir to the superintendency in your district at this time? Is there any other reason that an outside candidate will be concerned about another candidate having an inside track?
 - c. Will a candidate come into the district with likelihood of success or the challenge of confronting difficult and challenging circumstances?
 - d. Can we have a publicly transparent process and still protect the confidentiality of candidates appropriately? (How much confidentiality can be provided?)
 - i. Will we need to have a late stage public review prior to the final decision making to involve the public?
 - e. Will the search process and subsequent transition be smooth, or are there likely reasons for disruption?
 - f. Do some of these challenges face the superintendent to be hired:
 - i. Search Process/Level of Public Scrutiny
 - ii. Governance/School Committee
 - iii. Support of the Central Office Team and Principals
 - iv. Budget and Finance Issues for School
 - v. Academic Achievement
 - vi. Political or Legal Issues
 - vii. Status of Labor Relations
 - viii. Scrutiny by Local Media
 - ix. Relationships with the Municipal Government(s)
 - x. Involvement of Local Special Interests (Business, Universities, Constituencies)
 - xi. Satisfactory Economic Package for Candidate (i.e., Contract Provisions, Valuable Compensation Items)

2. Consider your options for the interim period or the permanent superintendency.

- a. Do you want an interim superintendent for a specific period?
 - i. Internal or external interim?
 - ii. Will interim superintendent be considered for permanency?
 - iii. Will the interim superintendency serve as an “audition” for a candidate who wishes the position permanently?
 - iv. How much process do you need for an interim?
- b. Do you want to go right to the permanent superintendent search process?
 - i. Make an immediate appointment (internal promotion or external)?
 - ii. Promote your internal candidate?

Special note in interim superintendencies:

An interim superintendent is nothing more than a superintendent with a short term contract that might run for a week or two, month or two, several months, or as long as a full year. The law requires only that a school committee appoint a superintendent in public. No process is required, nor must you engage in an informal or formal search. You may need to consider what your community will demand in terms of transparency, depth, or civic involvement.

During an interim superintendency, the person holding the position has all the authority of a full-time, “permanent” superintendent.

One distinct advantage of an interim superintendency is that faculty and staff generally collaborate fully and engage in exemplary behaviors for a variety of reasons, not the least of which is that they do not want an interim superintendent reporting to her/his successor who among the staff may be less loyal or reliable.

3. Determine what kinds of assistance will the school committee require for interim or permanent superintendent?

- a. Professional services (Full, Partial, Technical Assistance),
- b. Recruitment
- c. Technical Assistance from available sources:
 - i. Preparation for Search Process
 - ii. Graphic Design
 - iii. Recruitment (Mailing Lists, Recruiting Lists, etc.)
 - iv. Advertising
 - v. Focus Groups and Focus Surveys

- vi. Search Committee Support and Orientation
- vii. Compilation of Applications
- viii. Question Development
- ix. Background Review
- x. Parliamentary Assistance in Decision Making
- xi. Contracting Consultation

4. How Much Public Participation Must You Have?

- a. Search Committee (including size, membership, extent of mandate)
- b. Public Input into Search Process (i.e., On Line Surveys, Live Community Forums, Outreach)
- c. Participation of Administrative and Teaching Faculty
- d. Pre-Search and Post-Initial Interview Participation.

5. Timetable

- a. Schedule for Search Milestones and Hiring Date

6. Screening Process

- a. Initial Stages – Screening Candidates and Selection of Interviewees
- b. Vetting and Reference Checking at Early Stages, and again in later stages
- c. Preparation of Search Committee
- d. Initial Interviews (includes preparation of questions and process)
- e. Instructions to Screening Committee (Support for Screening Committee)
- f. Selection and Referral to School Committee

7. Public Review Process

- a. Public Interviews
- b. Meet the Public Opportunities
- c. Public Selection

8. Contracting with Candidate

Looking for a Leader – What are the important things to consider?

DETERMINE some of the important elements of the superintendency and the process you will use in finding a chief executive.

1. What do we want in a district chief executive?
2. What are the critical skills we seek in our new leader?
3. What are the key responsibilities and challenges confronting the district and the next leader?
4. Do we need to look locally, regionally, or more widely?
5. When do we want this leader in place?
6. How do we want to engage the district (surveys, focus groups, involvement in interviews)?
7. Whom do we want to involve in the process?
8. Who will lead the process for the school committee?
9. What are the factors that will determine if candidates will apply:
 - a. History of stable leadership.
 - b. Presence of internal candidate(s).
 - c. Financial situation of the district.
 - d. Relationship with the municipal leadership.
 - e. Administrative and academic status of the district.
 - f. Leadership of the School Committee.
 - g. Compensation package and contract language.
 - h. Relationship of the teachers union and superintendent in both the sending district and receiving district.
 - i. Political factors creating the transition.

AT THE BEGINNING: INITIAL DECISIONS

1. Specify the nature of the search (Internal, external, national)
2. Determine if the district will oversee its own process or seek assistance from a consultant.
3. Identify key search process tasks and timelines.

Decisions Related to the Timeline: Approve Timeline¹ (See Attachment)

CRITICAL ADMINISTRATIVE DECISIONS:

1. Establishing a Search Committee:
 - Size, Composition Categories²
 - Whether or not School Committee members will join.
 - Involvement of Faculty.
 - Balancing the interests of the community, students and parents with those of school district staff who often seek to influence the selection process.
 - Charge from the School Committee³
 - Process for Selection of Committee Members
 - Guidelines for Attendance and Missing Meetings
 - Setting Orientation Committee Date
 - Commitment to expediting process by deadline.
2. Reimbursing Candidates for Travel: Semi-Finalists and/or Finalists
3. Establishing Candidate Requirements: Academic Requirements (Doctorate or Masters)
Years of Administrative and/or Teaching Experience
Professional Skills/Experiences

¹ The timeline is a tentative one since it may always be subject to change due to unforeseen circumstances, weather or other events. January, February and March are perilous months for weather.

² Size matters here because the more members serving the harder it is to reconcile everyone's schedule. MASC recommends that all search committee candidates agree to attend a preset orientation meeting and agree to attend all interview sessions.

³ A charge relates to the mission of the Search Committee with items such as: a) Candidate Selection (i.e., mandatory interviews of internal candidates; mandatory interviews of district residents, etc.); b) Number of finalists to refer back to the School Committee; c) Instructions relative to selecting a chair; d) Other items as needed.

- | | |
|-------------------------------------|---|
| 4. Application for Superintendency: | Any special requirements or information for candidates ⁴ |
| 5. Set Compensation Parameters: | Salary
Fringe Benefits
Other Provisions |

DECISIONS RELATED TO COLLATERAL MATERIALS

Use of Printed Brochure vs. On Line Material

Description of District and District Profile:

- Critical information needed: Enrollment
Employees and Deployment
Operating Budget
Administrative Structure
Schools
Status of Union Contracts (if desired)
Names of School Committee (if desired)
- Formal District Community Profile (Written Description)
- Photos, Graphics, or other materials to be included (i.e., town seal, mascot, landmarks)
- Content Issues: Criteria for Superintendency (See Attachment)
Selection Criteria (See Attachment)
Compensation and Benefits

COMPENSATION INFORMATION

Compensation and Benefits

- Salary Parameters (i.e., Salary at current range, higher or lower)
- Benefits Package Parameters ("Flexible benefits package to be negotiated.")

[NOTE: It is sometimes the case that a search consultant, acting without authority, may begin negotiating salaries with candidates above those established in the original notice. The School Committee should be mindful of this possibility and give very careful instructions

⁴ Some districts ask unique questions from the standard or ask for writing samples or special responses.

to their search consultant about parameters and protocols regarding contracting and compensation.]

ADVERTISEMENTS/RECRUITING

Approval of Advertising Plan

- Education Week
- Local Media (i.e., daily or weekly publications)
- On Line Options

Deadline for Applications

- Definition of Deadline to have unambiguous requirement.

ADMINISTRATIVE LOGISTICS

Reference Checking

Who will perform? Who will assist?

Administrative Liaison

District Liaison to Search Consultant
School Committee Liaison

KEY RESPONSIBILITIES (EXAMPLES)

- CHIEF EXECUTIVE OFFICER OF A LARGE SCHOOL DISTRICT WITH DIVERSE CONSTITUENCIES AND HIGH LEVELS OF PUBLIC SCRUTINY
- BUILD A SUCCESSFUL LEADERSHIP AND ADMINISTRATIVE TEAM
- LEAD CONTINUOUS IMPROVEMENT FOR DISTRICT
- LEAD AND INSPIRE STUDENTS AND FACULTY TO BE SUCCESSFUL IN IMPROVING STUDENT ACHIEVEMENT
- DEVELOP POSITIVE AND CONSTRUCTIVE RELATIONSHIPS WITH STATE AND LOCAL OFFICIALS AND COMMUNITY LEADERS
- IMPLEMENT EDUCATOR EVALUATION SYSTEM AT ALL LEVELS.
- ACHIEVE ACCOUNTABILITY STANDARDS REQUIREMENTS AS IS CONSISTENT WITH NCLB/RTTT.
- BUILD A COHESIVE FACULTY/ADMINISTRATIVE TEAM AND COLLABORATIVE ENVIRONMENT.
- FACILITATE A STRONG ACADEMIC PROGRAM IN A SAFE AND POSITIVE LEARNING ENVIRONMENT WITH HIGH EXPECTATIONS FOR ALL STUDENTS.
- BUILD MORALE WITHIN THE DISTRICT, SCHOOLS AND AMONG THE FACULTY.
- PREPARE AND IMPLEMENT AN ANNUAL BUDGET TO PROMOTE ACCOUNTABILITY AND STUDENT ACHIEVEMENT.
- DEVELOP AND PROPOSE MANAGEMENT STRATEGIES FOR A DIVERSE DISTRICT WITH A MIX OF URBAN AND SUBURBAN CHARACTERISTICS
- RETAIN STUDENTS AND MAKE OUR PUBLIC SCHOOLS THE SCHOOLS OF CHOICE FOR RESIDENTS.
- REACH OUT TO ALL SEGMENTS OF THE TOWN TO BUILD A STRONG SENSE OF COMMUNITY.
- ADDRESS THE EQUITABLE DISTRIBUTION OF PERSONNEL, BUDGET AND OTHER RESOURCES.
- DEVELOP A LONG RANGE EDUCATIONAL PLAN IN COLLABORATION WITH CIVIC LEADERS.
- DEVELOP STRATEGIES TO SUPPORT THE SOCIAL AND EMOTIONAL WELLBEING OF CHILDREN.
- INTEGRATE TECHNOLOGY, WRITING, RESEARCH, AND THE ARTS ACROSS ALL CURRICULA.
- ADVOCATE FOR THE DISTRICT AND ITS STUDENTS AT MUNICIPAL, STATE AND FEDERAL LEVELS
- PERSONIFY INTEGRITY AND DEDICATION TO THE WELLBEING OF STUDENTS AT ALL LEVELS.

SELECTION CRITERIA (EXAMPLES)

- **ACADEMIC DEGREE REQUIREMENT (I.E., PH.D./ED.D OR MASTERS DEGREE)**
- **QUALITY AND LENGTH OF EXPERIENCE (I.E., TEACHING, CENTRAL OFFICE)**
- **NON-TRADITIONAL CANDIDATES CONSIDERED**
- **EXPERIENCE IN SIMILAR COMMUNITIES**
- **URBAN EXPERIENCE (I.E., URBAN CHALLENGES IN SUBURBAN ENVIRONMENT)**
- **FINANCIAL/FISCAL MANAGEMENT EXPERIENCE**
- **CURRICULUM EXPERIENCE**
- **EXPERIENCE WITH DIVERSE COMMUNITY, FACULTY, STUDENTS, PARENTS**
- **COLLABORATIVE SKILLS**
- **CLEAR SENSE OF DIRECTION/PURPOSE/MORAL COMPASS**
- **KNOWLEDGE OF INNOVATIVE CONCEPTS**
- **UNDERSTANDING OF EDUCATOR EVALUATION SYSTEM**
- **CURRENCY ON TECHNOLOGY AND EDUCATION**
- **EXPERIENCE AS A MANAGER/TEAM BUILDER**
- **EXPERIENCE WITH SCHOOL CONSTRUCTION**
- **EXPERIENCE IN COLLECTIVE BARGAINING AND PERSONNEL**
- **EXPERIENCE WORKING WITH PARENTS AND PARENT ORGANIZATIONS**
- **UNDERSTANDING OF MA REGULATORY SYSTEM**
- **EXPERIENCE LINKING STANDARDS-BASED SYSTEMS TO STUDENT ACHIEVEMENT**
- **KNOWLEDGE OF GOOD TEACHING AND STRATEGIES FOR IMPROVEMENT**
- **UNDERSTANDING OF MA ACCOUNTABILITY SYSTEMS.**
- **STRATEGIC PLANNING (INCLUDING MISSION, VISION, ETC.)**
- **EXPERIENCE WITH MUNICIPAL GOVERNMENT OPERATIONS**
- **COMMUNICATION SKILLS**
- **EXPERIENCE IN LEADING SCHOOLS OUT OF SANCTION STATUS**

DRAFT SEARCH TIMELINE
SUPERINTENDENT SEARCH - Model Timeline

This timeline can take from 3-5 months and would need to be flexible allowing sufficient time to make up for unanticipated delays. The most likely delays would be on the search committee end because of the number of potential schedule conflicts. A September start date would allow for considerably more time to plan, recruit, and interview. A late start (i.e., January) will still work well provided the school committee expedites the process.

February	School Committee receives preliminary documents, approves draft timeline, sets focus group meetings, makes decisions about recruiting search committee, etc. Search Committee Orientation (Set Fixed Date) Focus surveys prepared and on-line, focus groups scheduled and begun, materials development completed and ready for distribution
February - Early March	Advertisements/E-Mail and General Mail distribution of materials. Also, distribution of search information to recruitment networks. Materials mailed and distributed. Candidate recruitment is ongoing. Focus Group Search Committee will have organized to prepare for screening of candidates, scheduling of interviews, and preparation of questions.
March 29, 2019	Deadline Set for Filing Applications (3:00 p.m. EST via mail, e-mail, fax or personal delivery to search coordinator) Applications are compiled and prepared for the Search Committee to review during school vacation. Review begins immediately.
April 1 - 26	Search Committee begins initial screening, selection and initial interviews. Process culminates with recommendations to the School Committee.
May 1-17.	School Committee receives report and recommended finalists. Interviews candidates, conducts site visits, and other due diligence steps.
May 31	School Committee makes hiring decision Superintendent takes office <u>or before if so needed and negotiated.</u>

National Alliance of Superintendent Searchers

State School Boards Associations will post your vacancies if you are a member district of the Massachusetts Association of School Committees. Contact Glenn Koocher to utilize these services without fee. MASC can also vet public candidates with their home state school boards association as a courtesy if desired.

Firm Name	Contact Name	Phone #	Address	Email/Website
Alaska	Ildi Nylen	(907) 586-1083	111 N. Ninth St. Juneau, AK 99801	www.aasb.org
Arizona	John Gordon	(602) 254-1100 ext. 101	2100 N. Central Ave. Phoenix, AZ 85004	www.azsba.org jgordon@azsba.org
California	Chris Pruitt	(916) 669-3293	3100 Beacon Blvd. West Sacramento, CA 95691	www.csba.org
Colorado	Bob Cito	(303) 832-1000	1200 Grant St. Denver, CO 80203	bobcito4@gmail.com
Connecticut	Eliza Holcomb	(203) 878-4565	PO Box 290252 Wethersfield, CT 06124	cabesearch@aol.com www.cabe.org
Florida	Wayne Blanton	(850) 414-2578	203 S. Monroe St. Tallahassee, FL 32301	www.fsba.org
Georgia	Don Rooks	(800) 226-1856	5120 Sugarloaf Parkway Lawrenceville, GA 30043	www.gsba.org
Illinois	Donna Johnson	(630) 629-3776, ext. 1233	2921 Baker Dr. Springfield, IL 62703	www.iasb.com djohnson@iasb.com
Indiana	Michael Adamson	(317) 639-0330 ext. 109	1 North Capitol Ave. Indianapolis, IN 46204	www.isba-ind.org madamson@isba-ind.org
Kansas	Mike Pomarico	(800) 432-2471	1420 SW Arrowhead Rd.	www.kasb.org

		ext. 325	Topeka, KS 66604	
Kentucky	David Baird	(800) 372-2962	260 Democrat Dr. Frankfort, KY 40601	www.ksba.org
Maine	Sandra McArthur	(800) 660-8484	49 Community Dr. Augusta, ME 04330	www.msmaweb.com assistance in search process
Maryland	Carl Smith	(800) 841-8197	621 Ridgely Ave. Annapolis, MD 21401	csmith@mabe.org
Massachusetts	Glenn Koocher	(800) 392-6023	1 McKinley Square Boston, MA 02190	gkoocher@masc.org
Michigan	Richard Dunham	(517) 327-5900	1001 Centennial Way Lansing, MI 48917	www.masb.org rdunham@masb.org
Minnesota	Sandy Gundlach	(800) 324-4459 ext. 128	1900 West Jefferson Ave. St. Peter, MN 56082	sgundlach@mnmsba.org www.mnmsba.org
Mississippi	Michal Waldrop	(888) 367-6722	489 Springridge Rd. Clinton, MS 39060	www.msbaonline.org
Missouri	Joel Denney	(573) 445-9920 ext. 421	2100 I-70 Dr. SW Columbia, MO 65203	superintendentsearch@msbanet.org
Montana	Lisa Gowen	(406) 442-2180	863 Great Northern Blvd. Helena, MT 59601	lgowen@mtsba.org
Nebraska	Marcia Herring	(800) 422-4572	1311 Stockwell St. Lincoln, NE 68502	mherring@nasbonline.org
New Jersey	Jane Kershner	(609) 278-5253	413 West State St. Trenton, NJ 08605	jkershner@njsba.org
North Carolina	Tanya Giovanni	(919) 841-4040	7208 Falls of Neuse Rd. Raleigh, NC 27615	www.ncsba.org tgiovanni@ncsba.org
Ohio	Al Meloy	(614) 540-4000	8050 North High St. Columbus, OH 43235	www.ohioschoolboards.org ameloy@ohioschoolboards.org
Oklahoma	June Ehinger	(888) 528-3571	2801 North Lincoln Blvd. Oklahoma City, OK	www.ossba.org

			73105	
Oregon	Jessica Knieling	(800) 578-6722	1201 Court St. NE Salem, OR 97301	jknieling@osba.org
Pennsylvania	Britta Barrickman	(717) 506-2450 ext. 3369	PO Box 2042 Mechanicsburg, PA 17055	www.psba.org britta.barrickman@psba.org
South Carolina		(800) 326-3679	1027 Barnwell St. Columbia, SC 29201	www.scsba.org
Tennessee	Tammy Grissom	(615) 815-3900	525 Brick Church Park Dr. Nashville, TN 37207	www.tsba.net
Texas	Benjamin Canada	(512) 467-0222 ext. 6243	PO Box 400 Austin, TX 48767	www.tasb.org executive.search@tasb.org
Vermont		(800) 244-8722	2 Prospect St. Montpelier, VT 05602	
Virginia	Gina Patterson	(800) 446-8722	200 Hanson St. Charlottesville, VA 22911	gina@vsba.org
Washington	Phil Gore	(360) 252-3020	221 College St. NE Olympia, WA 98516	p.gore@wssda.org
West Virginia	Howard O'Cull	(304) 346-0571	2220 Washington St. E. Charleston, WV 25311	www.wvsba.org
Wisconsin	Louis Birchbauer Dennis Richards	(414) 218-2805 (715) 896-3846	122 West Washington Ave. Madison, WI 53703	lbirchbauer@wasb.org drichards@wasb.org www.wasb.org
Wyoming	Mark Higdon	(307) 634-1112	2323 Pioneer Ave. Cheyenne, WY 82001	www.wsba-wy.org

The following organizations are among those who serve as search consultants. Many of these consultants represent candidates and maintain “stables” of individuals whom they assign to districts to interview. The candidates may have varying degrees of interest in your vacancy.

Firm Name	Contact Name	Phone #	Address	Email/Website
Avon Educational Search Consultants	Herbert Pandiscio	(860) 673-9616	PO Box 1404 Avon, CT 06001	hpandiscio@comcast.net
BWP & Associates	William Symons	708.361.4997	872 South Milwaukee Avenue, #221 Libertyville, IL 60048	www.bwpassociates.com bwpassociates@live.com
Educational Leadership Services Inc.	Richard Dempsey	(203) 438-0171	91 Acre Lane Ridgefield, CT 06877	
Hazard, Young, Attea & Associates Ltd.		(847) 724-8465	1151 Waukegan Rd. Glenview, IL 60025	office@hyasearch.com
McPherson & Jacobson LLC		(888) 375-4814	7905 L. Street Omaha, NE 68127	www.macnjake.com mail@macnjake.com
NESDEC		(508) 481-9444	28 Lord Rd. Marlboro, MA	www.nesdec.org search@nesdec.org
Northwest Leadership Associates	Dennis Ray	(509) 255-6170		
Penn Search		(215) 573-5511	Penn Center for Educational Leadership Graduate School of Public Education University of Pennsylvania 3440 Market St. Philadelphia, PA 19104	pennsearch@gse.upenn.edu www.gse.upenn.edu/pcel/
PROACT Search Inc.		(800) 944-6129	126 North Jefferson St. Milwaukee, WI 53202	www.proactsearchinc.com

Ray & Associates		(319)393-3115	4403 First Ave. SE Cedar Rapids, IA 52402	www.rayandassociatesonline.com glr@rayassoc.com
School Exec Connect		(847) 220-1585	2145 Tanglewood Ct. Highland Park, IL 60035	www.schoolexecconnect.com lhanson@schoolexecconnect.com
Sockwell & Associates		(704) 372-1865	800 East Blvd. Charlotte, NC 28203	www.sockwell.com

DONATIONS

School Committee Meeting
February 27, 2019

Hamilton Wenham Girls Soccer Boosters	\$765.00
• Girls Soccer Uniforms	
Hamilton-Wenham Regional High School Goal Club	\$834.00
• Boys Soccer Uniforms	
Friends of Cutler Elementary School	\$463.00
• 4 th grade field trip	