

**The Hamilton Wenham Regional School District  
School Committee Meeting  
Buker Elementary School Multi-Purpose Room  
Wednesday, February 27, 2019 7:00 PM**

**Present:**

Jeanise Bertrand

Kerry Gertz

David Polito, Chairperson (7:05 pm arrival)

Gene Lee, Vice Chairperson

Michelle Bailey (7:09 pm arrival)

Stacey Metternick, Secretary (7:07 pm arrival)

Peter Wolczik, Assistant Secretary (7:06 pm arrival)

**Also Present:**

Michael Harvey, Superintendent

Lauren Verge, Student Government Representative

**1. Call to Order**

David Polito calls the Hamilton Wenham School Committee meeting to order at 7:05 pm.

**2. Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

**3. Approval of Warrants**

Accomplished earlier in the evening.

**4. Citizens' Comments**

None.

**5. Chair's Report**

- Thank you to Superintendent Dr. Michael Harvey for 7 years of service to the Hamilton Wenham Regional School District. June 30th will be Dr. Harvey's final day with the District.

**6. Superintendent's Report**

- *Kindergarten registration information:* Kindergarten Information Night will be held on Monday, March 18th at 6:30 PM in the Buker School Multi-Purpose Room. 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](http://www.hwschools.net)).
- *School Committee Candidates:* Eight individuals have submitted their names as candidates for three open Hamilton-Wenham Regional School Committee seats. The individuals include Incumbents Michelle Bailey and David Polito, and potential new members Gary Cheeseman, Alexander Dale, Michelle Horgan, Valerie McCormack, Ryan Skerritt, and MaireLee Webster. Elections will be held in Hamilton and Wenham on Thursday April 11th.

- *Guidance Events:* Parents and students are invited to attend a free seminar on college admissions this Thursday, February 28, 2019, at 6:30 pm in the Music Room at HWRHS. An experienced MEFA representative will provide an overview of college admissions. Additionally, the Guidance Department will host its popular and informative annual College Panel on Thursday, March 28 at 6:30 pm in the Miles River multi-purpose room. Representatives from several colleges and universities will address the college search, application and admission processes.
- *HWRSD Athletics:* Boys Ice Hockey has earned the #7 Seed in the Division III North Tournament and will face Latin Academy at Stoneham Arena on Thursday, 2/28 at 6:00 PM. Boys basketball won their opening round matchup against Triton and will next face Shawsheen Tech on Saturday, March 2nd at 4:00 PM at Tewksbury HS. Good luck to our Generals!
- *No School:* As a reminder, there will be no school for students on Monday, March 11th for Teacher's Professional Development Day.

## 7. Consent Agenda

### A. Minutes - Executive Sessions

- January 30, 2019 Exhibit A
- February 13, 2019 Exhibit B

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA INCLUDING THE MINUTES FROM JANUARY 30, 2019 AND FEBRUARY 13, 2019; THERE CAN BE NO FURTHER CHANGES.**

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

## 8. New Business

### A. Student Government Presentation

Student Government called yesterday to cancel their presentation. Lauren Verge provides very brief overview, stating that the DECA trip is next week.

### B. Report to School Committee & Superintendent's Goal Progress Exhibit C, C1

#### **School Committee Goals for the 2018/2019 School Year**

David Polito reviews the details of meeting the 2018/2019 School Committee Goals, outlined on page 17 of the [School Committee Packet](#), Exhibit C.

- *Advocate for budget:* School Committee just voted to send this to approval for Town Meeting - on course to meet this goal.
- *Re-prioritize capital plans:* Subcommittee report on the agenda for tonight's meeting.
- *Monitor Cutler SOI process:* We heard back that we were not chosen this year, but we are moving forward to submit a new SOI. Deadline for new submission is April 12th, 2019. Michelle Bailey points out that the School Committee needs to review and approve submission, and requests March meeting to review. Dr. Harvey states the review is scheduled for the 04/10/2019 School Committee meeting.
- *Communication*
  - *Outreach to legislators:* David Polito points out that more action is necessary to reach this goal. School Committee discusses the 05/01/2019 MASC Day on the Hill, next steps, planning/efficiency, etc. Discussion regarding strategic communications with Brad Hill; Chapter 70 status; Governor's Plan; possible presentation by Brad Hill.

- *Town Committees:* Board of Selectmen and FINCOM relationships are moving forward, though there is always more work to be done.
- *Work with MASC to convert/implement Policy Manual:* Discussion regarding status of working with MASC; Donna Bunk converted many documents to needed formats; etc. Conversation regarding next steps, meeting goal, strategy, and timeline.

### **HWRSD Superintendent's Goals 2018-2019**

Dr. Michael Harvey provides overview of meeting the 4 goals for the school year, with detailed strategic blueprint initiatives, actions taken/to be taken, benchmarks, evaluation of meeting goal, and a progress report for each (details provided in pages 18-21 of the [School Committee Packet](#), Exhibit C1).

1. *Goal # 1: Student Learning Goal:* All directors are on agenda for next meeting to give presentation on the new curriculum
2. *Goal # 2: Professional Practice Goal:* This is progressing on schedule and the educator evaluation has been updated on website, now including a timeline of relevant dates and FAQs.
3. *Goal # 3: District Improvement- Strategic Blueprint:* This goal is behind schedule, but progressing. Most recent draft is circulating to Friends' groups, and their feedback will then be considered when finalizing the blueprint in April. The School Committee will vote for final approval in January, 2019.
4. *Goal #4: District Improvement- ALICE:* This goal is progressing on schedule, with trainings, safety courses, and certifications taking place as anticipated.
  - a. Michelle Bailey inquires as to when ALICE student training will take place, requesting that parents/community have information about this. Dr. Harvey notes that there will be a parent night to provide information and address any concerns.

#### **C. FY19 Financial Forecast**

#### **Exhibit D**

Jeff Sands is unable to attend this evening and sends his regrets. Dr. Harvey reviews the *FY19 Operating Expense Forecast As of February 15, 2019*, as detailed in pages 22-24 in the [School Committee Packet](#). Currently projecting to end the year \$5,000 favorable to budget. Discussion regarding salary variables including substitutes, leaves, etc. Stacey Metternick inquires as to the "tuitions" item, with Dr. Harvey explaining that this entails out-of-district costs.

#### **D. SC Budget Communication Plan**

David Polito reviews last year's strategy which included circulating flyers to explain the costs and drivers of the override in Wenham, as well as the debt exclusion requested by HWRSD. This was relatively effective, as the budget passed, however as evidenced by social media, there was room for improvement in more clearly communicating intentions.

Discussion regarding communication strategies: Wenham Town Meeting might include a flyer on each seat. Hamilton Town Meeting might have a stack of flyers on the table. Discussion regarding mailing strategy, address list, lost contact information, and administrative/cost discussion with post office.

Discussion regarding main points, visualization, single/double sided, future strategies, authority for final approval, School Committee voice versus Administration voice.

David Polito will design flyer/mailer. Gene Lee to draft SRO paragraph, David Polito to draft OOD tuition, and Michelle Bailey to draft OPEB language. David will provide flyer proof at next School Committee meeting.

**E. Office Personnel Contract Authorization**

Discussion regarding the danger of HWRSD receiving a Fair Labor Complaint. David Polito states the January 2018 minutes do not reflect the authority granted to administration to negotiate, and further states that this issue could have been addressed prior to the meeting (the Dropbox included information as well as the agenda).

Stacey Metternick points out that negotiations have been handled by administration only during the past three years. Stacey Metternick and Michelle Bailey state that the agenda did *not* reflect this item, and as such, there was no opportunity to address the issue beforehand. A lively discussion follows regarding ethics, decision of attorney Naomi Stonberg, and the details of the situation leading up to the current issue.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE THE SUPERINTENDENT, DR. MICHAEL HARVEY AND ASSISTANT SUPERINTENDENT, JEFFREY SANDS TO NEGOTIATE WITH OFFICE PERSONNEL TO DEVELOP A CONTRACT.**

**MOTION by Jeanise Bertrand; SECONDED by Kerry Gertz.  
Approved by 6 members, with 1 member abstaining; MOTION PASSES.**

Dr. Michael Harvey states he will get the School Committee members a full copy of the office personnel contract, red lined, by next meeting.

**F. Custodial Contract Discussion**

David Polito states that representatives of the custodial union have contacted him multiple times and the School Committee must now decide how to proceed. Jeanise Bertrand asks that District Administration continue, with Dr. Harvey declining such an offer. Michelle Bailey suggests that the Negotiations Subcommittee meet with Dr. Harvey and Jeff Sands to negotiate the Custodial Contract; Stacey Metternick seconds this suggestion. Dr. Harvey agrees to do so, as this is part of his job description as Superintendent.

David Polito points out his discontent with the issues and the repercussions of actions of the School Committee. Discussion regarding timing of negotiation meetings, potential shift in members of subcommittee with elections approaching, importance of continuity.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE THE NEGOTIATIONS SUBCOMMITTEE TO WORK WITH DISTRICT ADMINISTRATION IN ORDER TO NEGOTIATE THE CUSTODIAL UNION CONTRACT.**

**MOTION by Jeanise Bertrand; SECONDED by Kerry Gertz.  
Unanimously approved by 7 members present.**

**G. Superintendent Search Process**

David Polito states that Dr. Michael Harvey is not renewing his contract with HWRSD. The Massachusetts Association of School Committees has developed a memorandum with a

preliminary outline of issues to consider when beginning the search for a new superintendent. Discussion regarding hiring assistance, interim role, permanent Superintendent position, MASC membership assistance, change in School Committee members, etc. David Polito expresses his desire to have a Committee Member walk out of the meeting tonight having assumed a leadership role, and with a clear understanding of the responsibilities (including canvassing, researching, hiring, and in general leading/directing the processes).

Michelle Bailey states she is happy to continue working with Dorothy Presser, MASC, to help guide the process and define some of the unknown/unfamiliar aspects. Michelle will coordinate a visit from MASC for next meeting, 03/13/2019.

#### H. Donations

*Hamilton Wenham Girls Soccer – \$765.00*

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE HAMILTON WENHAM GIRLS SOCCER BOOSTERS IN THE AMOUNT OF \$765.00 FOR GIRLS SOCCER UNIFORMS.**

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.  
Unanimously approved by 7 members present.  
Thank you Girl's Soccer Boosters!**

*Hamilton Wenham Boys Soccer – \$834.00*

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE HAMILTON WENHAM REGIONAL GOAL CLUB IN THE AMOUNT OF \$834.00 FOR BOYS SOCCER UNIFORMS.**

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.  
Unanimously approved by 7 members present.  
Thank you for the Boys' Soccer Uniforms!**

*Friends of Cutler Elementary - \$463.00*

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER ELEMENTARY SCHOOL IN THE AMOUNT OF \$463.00 FOR THE 4TH GRADE FIELD TRIP.**

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.  
Unanimously approved by 7 members present.  
Thank you to the Friends of Cutler!**

### **9. Committee Reports**

#### *a. Policy-Legislative*

Michelle Bailey states that the Policy-Legislative group is still planning to meet and that Dorothy Presser (new representative from MASC) will be sending information for consideration beforehand.

#### *b. Capital Planning-Finance & Turf Field*

Stacey Metternick states that the group recommends a separate Strategic Planning Working Group (consisting of administration, School Committee members, citizens, students) to plan the district's vision and how to prioritize the 5-year capital plan. A lively discussion follows regarding the role of the Capital Planning - Finance & Turf Field subcommittee, and the responsibilities/charges of subcommittees. Subcommittee members disagree on the past actions

taken in their meetings. Discussion regarding town strategies, intentions in collaborating with towns, and task of defining the role of the subcommittee/working group with district administration.

*c. Student Rep*

DECA trip is next Thursday, with about 85 students attending (including Lauren and her mom!). Student government is currently reviewing and considering changes to the Student Handbook.

*d. Other School Liaisons Updates*

02/25/2019, 8:30am: Friends of Middle School and High School meeting;

02/19/2019: Friends of Buker meeting; next meeting on March 18;

SEPAC meetings: David Polito and Michelle Bailey attended meetings; next meeting is being scheduled and a core group of officers will eventually be elected.

**10. Other**

**A. Topics for Next Meeting**

- MASC representative presentation: superintendent search procedure/process
- Curriculum, Instruction, and Assessments presentation
- School Committee Budget Communication Plan
- Office personnel contract review
- 03/27/2019: OPEB

**11. Vote to Adjourn**

9:30pm

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 8:59 PM.**

**MOTION by Michelle Bailey; SECONDED by Kerry Gertz.  
Unanimously approved by 7 members present.**