



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Wednesday, April 10, 2019

7:00 PM

AMENDED 4.9.19 @ 4:46 PM

1. Call to Order 7:00
2. Pledge of Allegiance
3. Citizens' Comments
4. Chair's Report
5. Superintendent's Report
6. Consent Agenda
 - a. Minutes
 - February 27, 2019 Exhibit A
 - March 13, 2019 Exhibit B
 - b. Warrants
 - March 29, 2019 Exhibit C
7. New Business
 - a. Winter Sports Recognition
 - b. Brad Hill – FY20 State Budget Update
 - c. 2019 ATM Follow-up
 - a. Reconsider FY20 Operating Budget Exhibit F
 - d. MSBA SOI Submissions Exhibit D
 - e. Donations Exhibit E
 - Hamilton-Wenham Little League \$9,700
 - Iron Tree Service \$9,600
8. Other
 - a. Topics for next meeting
9. 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, 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).
- *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.**

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

Present:

Kerry Gertz
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 7:07 pm.

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Citizens' Comments

Jeanise Bertrand, 28 Perkins St. Wenham: Ms. Bertrand states that it has been her pleasure to serve on the School Committee, and an honor to have been twice elected for the role. She thanks Deb Evans, Roger Kuebel, Sheila MacDonald for the welcoming she received; Dr. Michael Harvey and Jeff Sands for never dismissing her contributions; and Donna Bunk for her help over the years. Ms. Bertrand expresses her concern over the departure of Superintendent Dr. Michael Harvey, and urges the committee to reflect on the events leading up to this situation. Opines that the committee has backtracked, with many members carrying out personal agendas. She further states that although the Chairman has the best intentions, she believes he has been far too lenient and nice in response to the actions of certain members. She hopes the committee can get back on a track looking forward. Ms. Bertrand wishes the School Committee the best.

Scott Maddern, 12 Old Cart Rd., Hamilton: Appears as Hamilton Board of Selectmen member, announcing a call for applicants to the new 5-member Capital Committee. This committee will guide several capital expenditures, helping Hamilton Town Manager build budgets for coming years. Ideally, members of this committee would hold knowledge of the towns and/or experience with multimillion dollar project management/fiscal planning/appropriation/town meeting procedure. Appointments to the committee are expected in early April.

4. Chair's Report

- Thank you to Jeanise Bertrand for commendable service to the District and remarkable achievements during her 2 election terms.

5. Superintendent's Report

- *North Shore National History Day Winners:* On Sunday March 3rd, HWRHS students competed against six other Massachusetts high schools. This year's theme is "Triumph and

Tragedy in History.” All 1st, 2nd, and 3rd place winners will represent Hamilton-Wenham at the Massachusetts History Day state competition, Saturday, April 6th at Winchester High School. A special thank you to the teachers who worked closely with our students since September on their research projects: Kristen Borges, Brett Burnett, Vinnie Bucci, and Johann Knets. In addition, a HUGE thank you to Anne Page and her AP US History class for volunteering their time to help make the day’s events go smoothly! History Day winners listed on the [Superintendent’s Blog](#).

- *DECA National Conference*: DECA Advisor Laura Wheeler reports the Hamilton Wenham DECA Chapter returned home triumphant on Saturday, March 9, from the 60th annual Massachusetts DECA State Career Development Conference (SCDC) at the Marriott Copley and Hynes Convention Center in Boston with 17 students qualifying for the International Career Development Conference (ICDC) in Orlando, FL.
 - Eighty-two Hamilton Wenham students joined over 3,000 students, advisors, and business professionals attending the conference where students compete in over 50 categories of marketing, hospitality, finance and entrepreneurship topics.
 - Hamilton Wenham received 9 trophies for 1st–5th place (qualifying for ICDC), 7 top 10 plaques, and 6 medallions for 1st–3rd place in an event. Congratulations to all HWRHS DECA Members who participated in the State Conference. Students qualifying for ICDC are listed on [HWRWHS Principal Eric Tracy’s Blog](#).
- *League of Women Voters’ Annual Civics Bee*: On March 14th, the Hamilton-Wenham League of Women Voters will present their 4th Annual Civics Bee at Miles River Middle School at 7:00 PM. For more information and to sign up to participate, please go to www.tinyurl.com/civicsbee2019
- *Kindergarten Orientation and Registration*: 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](#).
- *Program on Vaping at HWRHS*: “The New Look of Nicotine Addiction: Vaping and e-cigarettes Discussion for Parents” will be presented on April 2, 2019 at the HWRHS Library at 7:00 PM. The program will feature “Hidden in Plain Sight” - a mock-up of a teenager’s bedroom for parents (with the Hamilton Police Department). Doors will open for the “Hidden in Plain Sight” program at 5:30 pm.
- Principal Eric Tracy’s [blog](#) highlights recent High School athletic achievements.
- Michelle Bailey adds the event: 03/23/19 Ping Pong Tournament at True North.

6. **Consent Agenda**

A. Minutes - Executive Sessions

- Minutes
- Warrants February 27, 2019

Exhibit A

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA (WITHOUT MINUTES) WITH WARRANTS FROM FEBRUARY 27, 2019 (EXHIBIT A).

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

7. New Business

A. Curriculum, Instruction and Assessment Program Report

Exhibit B

Presentation by Peggy McElhinney, Director of Curriculum, Assessment & Instruction; Christine Fichera, Elementary Math Coordinator; and Jennifer Sauriol, Grades 6-12 Mathematics Curriculum Coordinator. Presentation details found in Exhibit B of the [School Committee Packet](#), pages 8-16.

Ms. McElhinney provides an introduction to tonight's presentation to include Current Curriculum & Instruction Priorities: overview of history, implementation, choices in curriculum, etc. Reviews Social-Emotional Learning, Inclusive Practices, and K-8 math curriculum resource implementation.

Christine Fichera provides an overview and update on new elementary math curriculum, Investigations 3. Ms. Fichera offers sample curriculum activity designed for 5th grade: School Committee members reconstruct an image of a block structure that briefly flashes on the overhead, then discuss their strategies and challenges. Ms. Fichera highlights the flexibility inherent in the program curriculum.

Jennifer Sauriol provides an overview and update on new secondary math curriculum, Illustrative Mathematics by Open up Resources. Ms. Sauriol provides a sample activity, "Guess my Rule," a strategy testing and strategy discussion activity, as well as "Info Gap," an activity centered in communicating, strategizing and valuing different approaches.

Ms. McElhinney summarizes the progress made, highlighting that the ultimate goal is always to help students enjoy math, as members did this evening.

B. MASC - Superintendent Search - Glenn Koocher

Glenn Koocher, MASC hands out **information to think about for Superintendent search:**

1. 03/13/2019 Memorandum, Finding an Interim Superintendent for the Next Year and Restarting the Search Process at the Start of the Next School Year.
2. A Vacancy in the Superintendency: Key Decisions for the Hamilton-Wenham Regional School Committee.

Mr. Koocher provides an overview of key issues to consider: search beginning later in the year; interim position; candidate preferences for confidentiality; Executive Session not permitted; possible challenges including interested parties (faculty, media); designation of search committee; etc.

Mr. Koocher outlines the MASC services including consulting, attending interviews, advising around strength of candidates, and delivering information to candidates. The costs of these services vary, but MASC services are significantly lower (\$9,500) than others.

Discussion regarding language to be included in position description. Members agree to include:

- Superintendents license *required*
- Regional district experience *preferred*
- Advanced degree *preferred*

Further discussion regarding whether or not to specify whether interim candidates can apply for full term position.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MOVE FORWARD WITH POSTING HWRSD INTERIM POSITION FOR SUPERINTENDENT,

AND LATER ENGAGING IN THE PROCESS OF POSTING HWRSD FULL TERM SUPERINTENDENT POSITION.

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

David Polito seeks clarity for permission to develop **posting** description language. School Committee members agree that David Polito proceed in doing so.

C. SC Budget Communication Plan

David Polito passes around a sample flyer he designed, "HWRSD Annual Town Meeting Budget Request". Discussion regarding last year's mailing and aspects relating to developing cohesive strategy for 2019 communication. Jeff Sands points out Annual Town Meetings are approaching on 04/06/2019, so communication plan requires resolution this evening.

Discussion regarding changes needed to content, design, language, and grammar in draft flyer. David Polito and Gene Lee will finalize the document, and Jeff Sands offers final review of language (SRO, OPEB) before printing.

I MOVE THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE DIRECT DAVID POLITO AND GENE LEE TO FINISH THE COMMUNICATION PLAN FLYER, ENSURE ACCURACY, AND DISTRIBUTE TO TOWNSPEOPLE.

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

D. Vote Office Personnel Contract

Exhibit C

I MOVE THAT HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE OFFICE PERSONNEL CONTRACT AS IN EXHIBIT C.

MOTION by Stacey Metternick; SECONDED by Kerry Gertz.

Discussion: School Committee discusses the *Agreement between Hamilton-Wenham School Committee and Hamilton-Wenham Office Personnel* (as found in Exhibit C of the [School Committee Packet](#), pages 18 - 52). Michelle Bailey notes that discussions on teachers contract took place in Executive Session, and this process is taking place in open session. Discussion surrounding secretary positions - working days, salary adjustment, etc. Prior HWRSD Superintendent failed to execute needed protections: one month was neglected in the previous contract. Changes to the contract in order for the contract to accurately and exactly reflect district actions, and includes the 1 month of pay they are entitled to, but had not previously been included in contract.

Unanimously approved by 6 members present.

E. Warrant Legal Notice for Election

Exhibit D

I MOVE THAT HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE WARRANT FOR ELECTIONS OF MEMBERS TO THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT COMMITTEE, PURSUANT TO THE REGIONAL SCHOOL DISTRICT AGREEMENT.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey.

Unanimously approved by 6 members present.

F. Donations

Friends of Winthrop— Listed Items

Exhibit E

Exhibit E2

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATIONS FROM THE FRIENDS OF WINTHROP LISTED IN EXHIBIT E2: 4 PORTABLE LAP DESK/LAPTOP STAND/WRITING TABLES; 2 MANIPULATIVE CABINETS; 2 ROLLS OF CRAFT PAPER; LAMINATOR FILM; AND IPAD DOCUMENT CAMERA STAND.

MOTION by Stacey Metternick; SECONDED by Kerry Gertz.

Unanimously approved by 6 members present.

Thank you to the Friends of Winthrop!

Friends of Buker – \$8,932.00

Exhibit E1

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF BUKER IN THE AMOUNT OF \$8,932.00 : CULTURAL ENRICHMENT PROGRAMS LISTED IN EXHIBIT E1,.

MOTION by Stacey Metternick; SECONDED by Kerry Gertz.

Unanimously approved by 6 members present.

Thank you to the Friends of Buker!

8. Other

A. Topics for Next Meeting

- Capital Plan prioritization;
- Rockland Trust- OPEB presentation;
- Superintendent search - review position posting;
- MOU, and intermunicipal
- Athletic Transportation;
- Cutler SOI vote -04/10/2019 meeting

Stacey Metternick brings up transportation issues, and asks for review of policy H8022 concerning this issue. Discussion regarding national shortage of busses, burden on athletic departments, persistence of issue, private vehicle/carpooling liability.

Policy subcommittee has an upcoming meeting with Dorothy Presser from MASC. Dr. Michael Harvey will add private transportation to the meeting agenda. Jeff Sands requests that Craig Genuardo, athletic director, is made aware/invited to any scheduled conversations about athletic transportation.

9. Vote to Adjourn

9:30pm

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 10:15 PM.

MOTION by Stacey Metternick; SECONDED by Kerry Gertz.

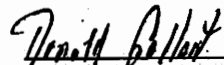
Unanimously approved by 6 members present.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2690

Voucher Date: 03/29/2019

Prepared By:



Printed: 03/27/2019 09:49:14 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$87,830.09 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


 Donald Gallant

District Treasurer


 Kevin Mahoney

Assistant District Treasurer


 Jeffrey Sands

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$71,449.33
202	REVOLVING FUNDS	\$627.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$15,432.36
402	STATE GRANTS FY EVEN YEARS	\$268.70
701	CAFETERIA FUNDS	\$52.70
		\$87,830.09

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2689

Voucher Date: 03/29/2019

Prepared By:

Donald Gallant

Printed: 03/27/2019 09:42:24 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$315,082.35 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

[Signature]

Donald Gallant

District Treasurer

[Signature]

Kevin Mahoney

Assistant District Treasurer

[Signature]

Designee

School Committee Member

[Signature]

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$314,279.85
202	REVOLVING FUNDS	\$127.50
402	STATE GRANTS FY EVEN YEARS	\$675.00
		\$315,082.35

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2687

Voucher Date: 03/25/2019

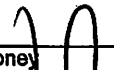
Prepared By:

Printed: 03/26/2019 09:33:22 AM

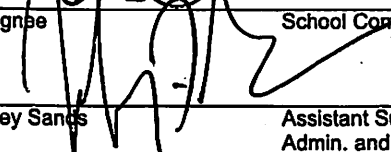
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$589.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Donald Gallant District Treasurer


Kevin Mahoney Assistant District Treasurer


Designee School Committee Member


Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$589.50
	\$589.50

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2688

Voucher Date: 03/26/2019

Prepared By:

D. Capozzi
Printed: 03/26/2019 09:35:00 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$450.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

Designee
Designee School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$450.00
	\$450.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2689

Voucher Date: 03/29/2019

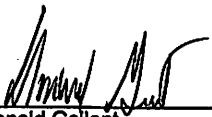
Prepared By:

Donald Gallant

Printed: 03/27/2019 09:42:24 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$315,082.35 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Donald Gallant District Treasurer

Kevin Mahoney Assistant District Treasurer

Designee School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$314,279.85
202	REVOLVING FUNDS	\$127.50
402	STATE GRANTS FY EVEN YEARS	\$675.00
		\$315,082.35

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2690

Voucher Date: 03/29/2019

Prepared By:

Donald Gallant
Printed: 03/27/2019 09:49:14 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$87,830.09 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahoney

Assistant District Treasurer

Designee

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$71,449.33
202	REVOLVING FUNDS	\$627.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$15,432.36
402	STATE GRANTS FY EVEN YEARS	\$268.70
701	CAFETERIA FUNDS	\$52.70
		\$87,830.09

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1037

Voucher Date: 03/29/2019

Prepared By:

Donald Gallant
Printed: 03/27/2019 09:18:35 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$69,402.70 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

Designee
Designee School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$69,402.70
	\$69,402.70

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 20

Voucher Date: 03/29/2019

Prepared By:

Dr. M. G. West
Printed: 03/27/2019 09:23:35 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$11,149.61 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Designee
Designee

School Committee Member

Jeffrey Sands
Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$10,488.05
202	REVOLVING FUNDS	\$0.00
301	TITLE I	\$661.56
302	94-142 IDEA 240	\$0.00
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$0.00
701	CAFETERIA FUNDS	\$0.00
		\$11,149.61

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1036

Voucher Date: 03/29/2019

Prepared By:

Donald Gallant
Printed: 03/27/2019 09:03:25 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$823,145.68 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

Designee
Designee School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$823,145.68
	\$823,145.68

REQUIRED FORM OF VOTE TO SUBMIT A STATEMENT OF INTEREST FOR THE CUTLER SCHOOL

Resolved: Having convened in an open meeting on April 10, 2019, prior to the SOI submission closing date, the Hamilton-Wenham Regional School Committee, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 3, 2019 for the Cutler School located at 237 Asbury St., South Hamilton, Massachusetts which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future: Priority 7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements. The physical deficiencies of the Cutler School as outlined in the SOI demonstrate that the building does not meet the HWRSD's minimum standards for accessibility, and security. Furthermore, the physical design of the Cutler School does not support the District's Mission of providing an education that prepares all students for future success; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Hamilton-Wenham Regional School District to filing an application for funding with the Massachusetts School Building Authority.

DOCUMENTATION OF VOTE

Documentation of each vote must be submitted **in hard copy** to the MSBA as follows:

- 1) For the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted **with the original signature** of the Committee Chairperson.

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2019 Statement of Interest

Thank you for submitting your FY 2019 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to mail all required supporting documentation, which is described below.

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

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

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

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

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

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

Massachusetts School Building Authority

School District Hamilton-Wenham

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

Name of School Cutler School

Submission Date 4/3/2019

SOI CERTIFICATION

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

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

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

Chief Executive Officer *	School Committee Chair	Superintendent of Schools
(signature)	(signature)	(signature)
Date	Date	Date

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

Massachusetts School Building Authority

School District Hamilton-WenhamDistrict Contact Michael Harvey TEL: (978) 626-0821Name of School Cutler SchoolSubmission Date 4/3/2019

Note

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

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

SOI Vote Requirement

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

Potential Project Scope: Potential Consolidation

Is this SOI the District Priority SOI? YES

School name of the District Priority SOI: Cutler School

Is this part of a larger facilities plan? YES

If "YES", please provide the following:

Facilities Plan Date: 6/4/2014

Planning Firm: SMMA Architects

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

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

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

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

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

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

SMMA Architects, June 4, 2014

Is there overcrowding at the school facility? NO

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

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

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

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

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

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

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

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

At which schools in the district?

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

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

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

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

consolidation of facilities).

The HWRSD follows the budget approval process for regional school districts. The process begins in November. Building Principals and other budget account holders compile budget requests and submit them to the Asst. Superintendent for Admin. and Finance in late November. The Superintendent reviews these requests and presents a recommended budget to the School Committee in early January. The School Committee reviews the Superintendent's Recommended Budget and makes changes to the budget from early January to mid February. The School Committee then votes a final budget in mid-February. This budget is then sent to Annual Town Meeting for approval. Annual Town Meeting is usually held in early April in both Hamilton and Wenham. The FY19 Budget approved by Hamilton and Wenham Town Meeting was an increase of \$1,694,242 or 5.6% over FY18.

General Description

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

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

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

45800

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

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

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

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

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

237 Asbury St., Hamilton, MA 01928

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

Foundations

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

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

Exterior--1951 Building

The exterior walls of the 1951 original building appears to be roughly 12" thick, in full wythe brick and no insulation. Brick

has efflorescence and is spalling in a few areas around the building. This efflorescence was primarily noted at a decorative brick piers where the brick is fully exposed to weathering and joints are susceptible to water ingress. Some of the brick is 2" h x 10" l (Roman Brick in a "slipped" Running Bond) while other brick is standard size; most appears to be in good condition with localized areas where cracks, efflorescence and spalling was noted. The cracks appear to be due to a lack of control joints at the corners of the building.

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

Exterior--1952 and 1956 Modular classrooms

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

Exterior--1989 Building

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

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

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

Description of Last Major Repair or Replacement:

none

Roof Section A

Is the District seeking replacement of the Roof Section? NO

Area of Section (square feet) 10000

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

Shingle

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

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

None

Roof Section B

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section C

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section D

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section E

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section F

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section G

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section H

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section I

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section J

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Window Section A

Is the District seeking replacement of the Windows Section? NO

Windows in Section (count) 50

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

single pane wood

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

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

None

Window Section B

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section C

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section D

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section E

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section F

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section G

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

Age of Section (number of years since the Windows were installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section H

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section I

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section J

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

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

MECHANICAL SYSTEM

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

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

ELECTRICAL SYSTEM

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

- Main electric/boiler room: Wadsworth and Federal Electric distribution gear appears to be the oldest distribution equipment still utilized. It is in poor condition.
- Common corridors: Trumbel Electric panelboards appear to date back many years. They are in poor condition

- 1991 Addition: a new main distribution panel by Siemens Electric was installed when the addition was built. It is in fair condition
- Kitchen: General Electric panels installed within the kitchen appear to be in fair condition.

Boiler Section 1**Is the District seeking replacement of the Boiler?** NO**Is there more than one boiler room in the School?** NO**What percentage of the School is heated by the Boiler?** 100**Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)**

Natural Gas

Age of Boiler (number of years since the Boiler was installed or replaced) 8**Description of repairs, if applicable, in the last three years. Include year of repair:**

n/a

Boiler Section 2**Is the District seeking replacement of the Boiler?****Is there more than one boiler room in the School?****What percentage of the School is heated by the Boiler?****Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)****Age of Boiler (number of years since the Boiler was installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Boiler Section 3****Is the District seeking replacement of the Boiler?****Is there more than one boiler room in the School?****What percentage of the School is heated by the Boiler?****Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)****Age of Boiler (number of years since the Boiler was installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Boiler Section 4****Is the District seeking replacement of the Boiler?****Is there more than one boiler room in the School?****What percentage of the School is heated by the Boiler?****Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)****Age of Boiler (number of years since the Boiler was installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Boiler Section 5****Is the District seeking replacement of the Boiler?****Is there more than one boiler room in the School?****What percentage of the School is heated by the Boiler?****Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)****Age of Boiler (number of years since the Boiler was installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Boiler Section 6****Is the District seeking replacement of the Boiler?****Is there more than one boiler room in the School?****What percentage of the School is heated by the Boiler?****Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)****Age of Boiler (number of years since the Boiler was installed or replaced)**

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

Boiler Section 7

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

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

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

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

Boiler Section 8

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

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

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

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

Boiler Section 9

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

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

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

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

Boiler Section 10

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

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

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

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

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

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

Description of Last Major Repair or Replacement:

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

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

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

Description of Last Major Repair or Replacement:

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

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

Floors

1951 Building and 1952 and 1956 Modular Classrooms

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

1991 Addition

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

WALLS

1951 Building and 1952 and 1956 Modular Classrooms

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

CEILINGS

1951 Building

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

1952 and 1956 Modular Classrooms

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

1991 Addition

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

LIGHTING

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

Gymnasium lighting consists of 2' x 4' multi-lamp fluorescent fixtures. Fixtures appear to be in fair condition.
 Lighting within the Boiler room consists of bare lamp fluorescent strips with single switch zone.
 Interior lighting is currently not equipped with a means for automatic shut-off (ie: occupancy sensors)

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

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

1. Handrails are missing from stairs to the MPR and at other stairs in the building.
2. There has been significantly high humidity in the modular classrooms, as well as inadequate heating, ventilation and temperature control. The school is providing new heating and ventilation and has added dehumidifiers as a part of the renovation project, however the existing thermal envelope construction (exterior walls, floor and roof) is very poor. The improvements made may not address all the issues with these classrooms.
3. Many doors throughout the building do not have closers, are not fire-rated where they should be, have inadequate hardware and are held open with foot-stops. The boiler room door in the 1951 building is original and in poor condition; the door and hardware should be replaced.
4. The faculty/conference room is located in a space that has electrical distribution panels. An 8' high partition was constructed to provide separation but the wall does not extend to the ceiling and does not meet code.
5. There is a lack of ventilation in the main office and Nurse's room. There is a single window A/C unit in most office spaces.
6. The administrative offices along the corridor of the 1951 building have large plate glass borrowed lites. One has tempered glass, while the others are not. They also do not have a fire rating.
7. Exterior guardrail over 1989 boiler room/storage room should be 42" high.

Handicap Accessibility

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

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

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

EDUCATIONAL SPACES: Please provide a detailed description of the Educational Spaces within the facility, a

description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

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

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

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

The school is not currently overcrowded.

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

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

The HWRSD has also developed a Capital Project list to identify and prioritize more extensive capital repairs and enhancements.

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

Year Project School Cost

2011 HVAC System Cutler \$1,349,000

2014 Roof Winthrop \$587,000

2014 Roof Cutler \$546,000

2015 HVAC System Buker \$579,000

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

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

Priority 7

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

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

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

Priority 7

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

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

Priority 7

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

The Mission of the Hamilton-Wenham Regional School District is to "Educate our students to become young adults who demonstrate mastery of the knowledge and skills needed to be successful members of our global economy and engaged citizens of the 21st Century." As we strive to prepare all students to be "future-ready," we are constantly hindered by a facility that was designed and built 67 years ago. The educational program of today and the future requires programs that develop students' abilities to work cooperatively, using a myriad of technologies, in a setting where students can be fully integrated with their peers. School facilities need to be flexible to allow for multiple forms of teaching and learning. While the Cutler School has received several improvements to its physical systems in the past few years, most notably a new HVAC system in 2010 and a new roof in 2013, the original 1951 design of the school does not meet the standards for education required in 2019.

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

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

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

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

The design of the Cutler School also does not account for many of the educational spaces necessary for delivery of education in 2019. While inclusion is our primary method for delivering Special Education Services, there is still a need to deliver pullout

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

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

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

REQUIRED FORM OF VOTE TO SUBMIT AN SOI

REQUIRED VOTES

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

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

FORM OF VOTE

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

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

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

CERTIFICATIONS

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

Chief Executive Officer ***School Committee Chair****Superintendent of Schools**_____
(signature)_____
(signature)_____
(signature)

Date

Date

Date

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

REQUIRED FORM OF VOTE TO SUBMIT A STATEMENT OF INTEREST FOR THE WINTHROP SCHOOL

Resolved: Having convened in an open meeting on April 10, 2019, prior to the SOI submission closing date, the Hamilton-Wenham Regional School Committee, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 3, 2019 for the Winthrop School located at 325 Bay Rd., South Hamilton, Massachusetts which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future: Priority 7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements. The physical deficiencies of the Winthrop School as outlined in the SOI demonstrate that the Winthrop School does not support the District's Mission of providing an education that prepares all students for future success. Furthermore, the building does not meet the HWRSD's minimum standards for security; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Hamilton-Wenham Regional School District to filing an application for funding with the Massachusetts School Building Authority.

DOCUMENTATION OF VOTE

Documentation of each vote must be submitted **in hard copy** to the MSBA as follows:

- 1) For the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted **with the original signature** of the Committee Chairperson.

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2019 Statement of Interest

Thank you for submitting your FY 2019 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to mail all required supporting documentation, which is described below.

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

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

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

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

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

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

Massachusetts School Building Authority

School District Hamilton-Wenham

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

Name of School Winthrop School

Submission Date 4/3/2019

SOI CERTIFICATION

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

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

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

Chief Executive Officer *	School Committee Chair	Superintendent of Schools
(signature)	(signature)	(signature)
Date	Date	Date

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

Massachusetts School Building Authority

School District Hamilton-WenhamDistrict Contact Michael Harvey TEL: (978) 626-0821Name of School Winthrop SchoolSubmission Date 4/3/2019

Note

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

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

SOI Vote Requirement

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

Potential Project Scope: Potential Consolidation

Is this SOI the District Priority SOI? NO

School name of the District Priority SOI: Cutler School

Is this part of a larger facilities plan? YES

If "YES", please provide the following:

Facilities Plan Date: 6/4/2014

Planning Firm: SMMA Architects

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

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

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

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

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

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

SMMA Architects, June 4, 2014

Is there overcrowding at the school facility? NO

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

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

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

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

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

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

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

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

At which schools in the district?

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

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

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

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

consolidation of facilities).

The HWRSD follows the budget approval process for regional school districts. The process begins in November. Building Principals and other budget account holders compile budget requests and submit them to the Asst. Superintendent for Admin. and Finance in late November. The Superintendent reviews these requests and presents a recommended budget to the School Committee in early January. The School Committee reviews the Superintendent's Recommended Budget and makes changes to the budget from early January to mid February. The School Committee then votes a final budget in mid-February. This budget is then sent to Annual Town Meeting for approval. Annual Town Meeting is usually held in early April in both Hamilton and Wenham. The FY19 Budget approved by Hamilton and Wenham Town Meeting was an increase of \$1,694,242 or an increase of 5.6% over FY18.

General Description

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

The Winthrop Elementary is a one-story school which was originally constructed in 1958-1959 with a classroom wing addition that was built in 1965-66. It was designed by the notable architectural firm Hugh Stubbins & Associates and is a significant example of the mid-century modern architectural style. The 1965 classroom wing addition has the same exterior building materials and design of the original building, but for what appear to be budgetary reasons, took a different approach to several elements: the interior design of the corridor walls is different (although the same design of cubbies was used), the ventilation system is different, there are no skylights, and it was built with separate boiler room. There was a library/media center addition in the back of the school in 1989.

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

46000

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

Winthrop Elementary School is located in Hamilton, MA on Bay Road (Route 1A), a minor arterial roadway with one lane in each direction. The school site is approximately 14.8 acres located within an R-1A Zone in downtown Hamilton and is surrounded by Patton Park on the north, residential neighborhoods on the east and commercial land uses on the west. It is located within Zone X (areas of minimal flooding) on the Flood Insurance Map.

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

325 Bay Rd, Hamilton, MA 01982

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

The single story structure is founded on traditional spread footings with a concrete slab-on-grade at the first level. There are minor localized cracks at some column bases at the original building, where it appears that repairs/patching have been done in the past. The roof framing is comprised of glulam bents and arches supporting wood purlins and wood decking. The bents are supported on steel HSS columns which are exposed at the cafetorium and wide flange columns along the corridor locations. Glulam girders continue over these columns, cantilevering beyond the exterior wall with a tapered exposed wood beam.

The majority of the exterior walls were replaced in 2015. Original single-pane windows set in steel frames were replaced with an insulated aluminum storefront window system with fixed and operable insulated glass units.

The building is enclosed at the ends of each building wing by brick veneer with concrete masonry unit (CMU) back-up. The interior face of masonry units is covered by furring and plaster. The existing drawings reveal that there is no insulation within these walls.

1989 Addition:

The addition follows the same architectural language as the existing building (curtainwall along most of exterior, framed by brick at the ends of the building), except that a thermally broken, aluminum storefront window system (EFCO-type) was used with insulated fixed and operable glass units (hopper type with screen). These are in fair condition; several glass units have lost their seal and some windows move within the frame.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? YES

Year of Last Major Repair or Replacement:(YYYY) 2015

Description of Last Major Repair or Replacement:

Original single-glazed steel framed windows with metal spandrel panels were replaced with an insulated, storefront window system. The replacement covered the original 1958-1959 section of the building as well as the 1965 classroom wing addition.

Roof Section A

Is the District seeking replacement of the Roof Section? NO

Area of Section (square feet) 46000

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

Single Ply EPDM

Age of Section (number of years since the Roof was installed or replaced) 6

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

Replacement of roof with EPDM in 2013.

Roof Section B

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section C

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section D

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section E

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section F

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section G

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section H

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section I

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section J

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Window Section A

Is the District seeking replacement of the Windows Section? NO

Windows in Section (count) 0

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

Double Pane

Age of Section (number of years since the Windows were installed or replaced) 3

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

Replacement of single pane windows with double pane e-glass storefront-type system in original building and 1965 addition in 2015.

Window Section B

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section C

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))
Age of Section (number of years since the Windows were installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Window Section D

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section E

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section F

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section G

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section H

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section I

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

Window Section J

Is the District seeking replacement of the Windows Section?

Windows in Section (count)

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

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

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

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

The original heating system is comprised of a hydronic loop feeding duct coils, air handler coils and some unitary heaters. The first building addition in 1965 installed a primary heating system, consisting of a boiler, appurtenances and circulation pump. This addition utilized unit ventilators, radiators and unit heaters for terminal heating equipment. The two original oil burning boilers from 1959 were converted to gas. Their controls system has been non-functioning and on manual over-ride since at least 1998. The 1965 addition had a 3rd boiler as part of its scope.

The 1989 building addition tapped into the original boiler system as a heating source and utilized unit ventilators and radiators for terminal heating equipment. In the original building segment, all heating and ventilation services serving the classrooms are located within two below-corridor trenches running the length of the building. As such, this system has limited expandability potential and limited serviceability.

In 2014, the building's two original boilers, as well as the boiler in the 1965 addition, were replaced by two high-efficiency condensing natural gas boilers. This project did not address the remainder of the building's HVAC system, which remain original to the building.

The control system which regulates the School's space temperature is pneumatic. Perimeter classroom floor grilles distribute conditioned air up the face of the exterior wall. Return grilles, located in the classrooms' interior walls, transfer air down into the corridor return-air trench plenum. This return plenum connects to the concrete block built-up air handler. Several years ago about ½ the classrooms were upgraded with unit ventilators.

The building's electrical service is rated 600 Ampere, 208Y/120 volt, three phase, four wire and is provided by National Grid Electric. This power supply works out to be 4.9 total watts per square foot, which is below the industry standard for a new elementary school of 10 watts/sf.

The main service and metering equipment is located within a corridor off the main kitchen. The main distribution panel is a General Electric, Spectra series dating back to the late 1980's. The panel appears to be in fair condition despite its location in proximity to humidity and moisture.

Boiler Section 1

Is the District seeking replacement of the Boiler? NO

Is there more than one boiler room in the School? YES

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

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

Natural Gas

Age of Boiler (number of years since the Boiler was installed or replaced) 5

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

None

Boiler Section 2

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?

What percentage of the School is heated by the Boiler?

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

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

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

Boiler Section 3

Is the District seeking replacement of the Boiler?

Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 4

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 5

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 6

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 7

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 8

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)
Description of repairs, if applicable, in the last three years. Include year of repair:

Boiler Section 9

Is the District seeking replacement of the Boiler?
Is there more than one boiler room in the School?
What percentage of the School is heated by the Boiler?
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair:**Boiler Section 10****Is the District seeking replacement of the Boiler?****Is there more than one boiler room in the School?****What percentage of the School is heated by the Boiler?****Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)****Age of Boiler (number of years since the Boiler was installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Has there been a Major Repair or Replacement of the HVAC SYSTEM? NO****Year of Last Major Repair or Replacement:(YYYY) 1958****Description of Last Major Repair or Replacement:**

None

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? NO**Year of Last Major Repair or Replacement:(YYYY) 1980****Description of Last Major Repair or Replacement:**

Updated main electrical panel

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).**1959 and 1965 Buildings**

Floors are mostly Vinyl Composition Tile (VCT) approximately 30 years old, there are some areas where the original Vinyl Asbestos Tile (VAT) is still in place either exposed or under VCT. Classrooms vary with carpet or VCT, but both are in generally good shape.

The corridor walls and classroom dividing walls in the connector classroom wing have plaster finish with most likely CMU block behind it. The Multi-Purpose Room (MPR) appears to be maple wood panels and solid wood trim. The MPR and classroom wings have continuous wired glass, which allows natural light from skylights to enter the rooms. Offices adjacent to the MPR have sheetrock and stud partitions, and maple wood panels. The Gym has vertical wood siding at each end and CMU block up to the top of door height. Wood panels appear to be in good condition, except where subject to daily use, such as doors.

Throughout the majority of the building, the ceiling is tongue-and groove wood plank, with a clear finish. In some locations, a portion of the wood plank ceiling is covered by acoustical panels that have been surface mounted to the planks.

1989 Addition

VCT in classrooms appears to be in very good condition, however the VCT in corridors have joints separating and lifting. Carpeting in the library appears to be in good condition.

Walls are primarily constructed of metal studs and sheetrock, which are generally in good condition.

This portion of the building also has wood plank fastened to the underside of the roof structure, except that the wood appears to be a soft wood with a darker stain. 1'x1' acoustical ceiling tiles are surface mounted to wood plank.

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

The Winthrop Elementary School has a current population of approximately 254 students, made up of two classes (sections) of each grade from Kindergarten to Grade 5. Winthrop also houses three of the District's Special Education Programs; the Pre-K program, the Intensive Learning Program, and the Classroom for Academic, Social and Emotional Learning.

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

Typical classrooms are generally adequate in size ranging from 830 sf to 870 sf. There appears to be adequate space for supporting subject areas: art, music, and SPED, while other support areas are short on space and cramped. These include: main office, teacher work room, toilet rooms etc. The library and technology lab, when combined, are undersized, as is the gymnasium.

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

The Winthrop School is not currently overcrowded.

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

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

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

Year Project School Cost

2011 HVAC System Cutler \$1,349,000

2014 Roof Winthrop \$587,000

2014 Roof Cutler \$546,000

2015 HVAC System Buker \$579,000

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

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

Priority 7

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

The Winthrop School was built over 60 years ago. In the intervening time, our model for education has undergone a dramatic change. The Winthrop School was designed to support an educational model where teacher-led instruction was the expected modality, and special education services were extremely limited. As a result, the school is almost entirely made up of general-purpose classrooms. In order to provide spaces that support our current educational model, such as cooperative learning, and project-based instruction, spaces have been repurposed and, in some cases, temporarily subdivided in order to provide spaces that can at best be labeled “adequate.” Additionally, the school’s gym and library spaces are undersized and do not support the full range of programming the district offers. In the case of the library space, it currently serves a dual purpose as the school’s maker lab, yet the library lacks resources such as power outlets, sinks, and adequate storage for this program. The limitations of the Winthrop School building will only become more glaring as our model of education continues to evolve to a more student-centered model.

Priority 7

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

The Hamilton-Wenham Regional School District has done everything possible to prolong the useful life of the Winthrop School. In 2013, the main roof section was replaced and any structural elements that were found to have rotted because of the faulty roof were remedied. In 2014, the building's two original boilers, as well as the boiler in the 1965 addition, were replaced by two high-efficiency condensing natural gas boilers. This project did not address the remainder of the building's HVAC system, which remains original to the building. In 2015, the original single-glazed, steel framed windows with metal spandrel panels were replaced with an insulated, storefront window system. The replacement covered the original 1958-1959 section of the building as well as the 1965 classroom wing addition. In 2019, at the order of the Hamilton Fire Chief, the HWRSD will install a fire protection system and upgrade the school's fire alarm. While these system upgrades allow the HWRSD to continue to maintain the Winthrop School as a functional elementary school, the shortcomings in the school's design as outlined in "Questions 1 and 3" cannot be remedied by small-scale renovations. The HWRSD Facilities Plan, completed by SMMA Architects in 2014, explored the potential of renovating the Winthrop School, however the proposed plans would trigger code requirements, such as ADA and Massachusetts Seismic Requirements, that make these plans cost prohibitive. Consolidating the Winthrop and Cutler Schools into one new facility is a more cost-effective solution that will provide students with facilities that support modern instructional approaches.

Priority 7

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

The Mission of the Hamilton-Wenham Regional School District is to "Educate our students to become young adults who demonstrate mastery of the knowledge and skills needed to be successful members of our global economy and engaged citizens of the 21st Century." As we strive to prepare all students to be "future-ready," we are constantly hindered by a facility that was designed and built 60 years ago. The educational program of today and the future requires programs that develop students' abilities to work cooperatively, using a myriad of technologies, in a setting where students can be fully integrated with their peers. School facilities need to be flexible to allow for multiple forms of teaching and learning. While the Winthrop School has received several improvements to its physical systems in the past few years, including a new roof in 2013, new boilers in 2014 and new windows in 2015, the original 1958 design of the school does not meet the standards for education required in 2019.

The Winthrop School's 60-year-old design and layout does not support the current educational program of the Hamilton-Wenham Regional School District. One example of this is the school's Integrated Preschool and Intensive Learning Programs (ILP). Both of these programs serve students with the greatest level of need in the District in classrooms that were originally designed to be general purpose classrooms. The classroom spaces utilized by these programs lack basic amenities that should be available to fully support these programs. These basic amenities include dedicated toileting facilities for students who are not physically or developmentally able to use facilities for typically functioning students. The Winthrop School also lacks spaces for small group therapy sessions. As a result, general purpose classrooms for these programs are sub-divided with temporary partitions, which leave much to be desired in terms of providing privacy and freedom of distractions for students. The classrooms dedicated to these programs also lack adequate storage space for educational materials. Currently, materials are stored in shelving units in the classrooms, which is a potential danger for students whose disabilities make it impossible for them to comprehend that a shelf may tip over.

The facilities of the Winthrop School also prevent the district from delivering optimal services to other students who exhibit learning challenges. While inclusion is our primary method for delivering Special Education Services, there is still a need to deliver pullout services. The lack of dedicated spaces for small group instruction mean that pullout services for special education students are delivered in larger classrooms that have been subdivided with temporary partitions. In one case, students receive services in a supply closet that has been converted to a small-group instruction space. Supplemental Reading Instruction is currently delivered in a space that too small to contain the schools reading resources. In order to accommodate the need for small-group instruction spaces, full size classrooms have been subdivided with temporary partitions. These spaces are less than ideal as they do not provide the privacy necessary to deliver specialized instruction to students. They also do not provide the soundproofing necessary for the administration of special education assessments, which calls the results of these assessments into question.

In addition to lacking space for small group instruction, the Winthrop School also lacks dedicated space for faculty and parent meetings. Again, a general-purpose classroom currently has been set aside for this purpose but is definitely less than ideal. The lack of dedicated meeting space makes the scheduling of IEP Team Meetings extremely challenging. It also hinders the ability of the faculty to hold regular meetings to review the results of student assessment data and to plan interventions to assist students who demonstrate a lack of effective progress.

The design of the Winthrop School also presents challenges to maintaining the safety and health of students and staff. The school's main entrance opens directly to the school's multipurpose room, where all students eat their lunch. Visitors to the building are screened by a camera and buzzer system that is monitored by the principal's secretary in the school's main office, but once they gain entry to the building, visitors can easily bypass the main office and directly access all areas of the school

building. The school nurse's office is also undersized and can only be accessed through a space that is currently used as a teacher workspace. Students who enter the nurse's office cannot be afforded an adequate level of privacy and must also contend with the noise from the teacher's copy machine.

REQUIRED FORM OF VOTE TO SUBMIT AN SOI

REQUIRED VOTES

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

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

FORM OF VOTE

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

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

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

CERTIFICATIONS

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

Chief Executive Officer ***School Committee Chair****Superintendent of Schools**_____
(signature)_____
(signature)_____
(signature)_____
Date_____
Date_____
Date

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

DONATIONS

School Committee Meeting
April 10, 2019

Hamilton-Wenham Little League	\$9,700.00
-------------------------------	------------

- To improve the Little League fields

Iron Tree Service	\$9,600.00
-------------------	------------

- To improve the Little League fields



April 4, 2019

Mr. Jason Waldron,
Director of Maintenance
Hamilton-Wenham Regional School District
1 School Street
Wenham, MA 01984

Dear Mr. Waldron:

Please allow this letter to serve as an outline of the plan for Iron Tree Service to assist Hamilton-Wenham Little League with field maintenance this spring. Subject to approval of you and the Hamilton-Wenham School Committee, our intention is to perform at no charge, on a voluntary basis, the following work at Buker 1, Buker 2 and Winthrop fields:

1. Strip four (4) inches of clay from infield, baseline and homeplate areas
2. Replace all work areas with new clay as needed
3. Rough grade entire infield clay area

The following equipment will be used to perform said work:

1. Ford F-550
2. Bobcat Skidsteer
3. Mini-Skidsteer
4. Mini-Excavator

As, mentioned above and in our preceding conversations, all labor and equipment shall be donated by Iron Tree Service and provided at no charge to the Hamilton-Wenham School District or Hamilton-Wenham Little League. Estimated value is \$9,600.00.

Please do not hesitate to contact me at 978-500-6646 if you have any questions or would like additional information. Thank you, for your time and attention to this matter.

Very Truly Yours;

A handwritten signature in blue ink, appearing to read "EJR", with a long horizontal flourish extending to the right.

Eric J. Roensch
EJR/ljm



Po Box 2305
South Hamilton, MA 01982

Mr. Jason Waldron
Hamilton-Wenham Regional School District
1 School St.
Wenham, MA 01984

April 4, 2019

Dear Mr. Waldron,

Hamilton-Wenham Little League submits this letter, proposing to facilitate a Spring, 2019 improvement plan for the baseball fields at Buker, Cutler, & Winthrop Schools.

We would be delighted if you would accept our donation of \$9,700. This is comprised of a combination of materials and the services of Chris Filadoro of New England Sports Turf (N.E.S.T.) who will provide the professional oversight and assistance with this largely volunteer based initiative. This work will include the proper grading of new materials, edging, squaring of bases, plate, and other elements of the baseball diamond.

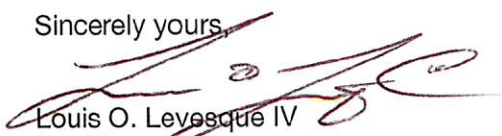
This figure is assembled in the following ways:

1. Materials purchase, and delivery; infield clay mixture, to replace the existing 3-4 inches of hazardous, rocky, weed infested, clay infield. \$1,400/field [Buker 1, Buker 2, Winthrop] = \$4,200 total.
2. Payment to N.E.S.T. for work performed [Buker 1, Buker 2, Winthrop] = \$4,950
3. Purchase and installation of 2 new benches at Cutler replacing the degraded benches currently on the 1st and 3rd baselines = \$550

Total amount of donation = \$9,700. This amount may be diminished upon a lesser requirement of the materials referenced above.

It is our hope that the completion of this project, sourced entirely HWLL, on behalf of the town, will be tremendously uplifting to not only the 400 families in the baseball community in our towns, but also the community, schools, and recreation as a whole.

Sincerely yours,


Louis O. Levesque IV
President



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

REVISED PROPOSAL

FY20 School Committee Budget

April 10, 2019

(Previously Adopted on March 27, 2019)

Prepared by:

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

Jeffrey D. Sands, Assistant Superintendent of Schools



FY20 Budget

School Committee's Recommendation

Level Service

What Does “Level Service” Mean?

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

For FY20, Level Service translates into a spending increase in our Gross Operating Expenses (after Offsets) of \$1,652,703* or 5.18% versus the FY19 Budget.

* - Reduced by \$250,000 in expense associated with the OPEB Trust Fund which was previously approved on March 27, 2019.



FY20 Budget

School Committee's Recommendation

This request includes an increase of \$1,652,703 in Gross Operating Expenses (after Offsets) needed to maintain “Level Services” for the School District.

The majority of this increase (or 99.6%) can be attributed to the following four (4) cost categories:

- Total Salaries - +\$554,591 (a 2.7% increase)
- Special Education Tuition - +\$815,946 (a 40.5% increase)
- Employee Health Insurance - +\$198,159 (a 7.6% increase)
- Essex Retirement - +\$78,350 (a 8.6% increase)



FY20 Budget – District Totals

Level Service: 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	\$ 34,951,408	\$ 1,853,543	5.60%
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	\$ 33,546,760	\$ 1,652,703	5.18%
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	\$ 33,945,132	\$ (64,201)	-0.19%
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	\$ 33,945,132	\$ (64,201)	-0.2%
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	\$ 29,573,119	\$ 1,134,612	4.0%
Total Town Assessments						
	FY18 BUD	FY18 ACT	FY19 BUD	FY20 BUD	Difference	
Hamilton	\$ 17,401,271	\$ 17,401,271	\$ 18,385,495	\$ 18,941,583	\$ 556,088	3.0%
Wenham	\$ 9,206,177	\$ 9,206,177	\$ 10,053,012	\$ 10,631,536	\$ 578,524	5.8%
NET ASSESSMENT including Debt Service	\$ 26,607,448	\$ 26,607,448	\$ 28,438,507	\$ 29,573,119	\$ 1,134,612	4.0%



FY20 Budget – Summary by DESE Category

Level Service: Gross Operating Expense Budget (before Offsets)

Summary	FY18	FY19	FY20	Change FY19 to FY20	
by DESE Category	Budget	Budget	Budget	\$	%
Administration	\$ 1,135,489	\$ 1,180,028	\$ 1,208,488	\$ 28,460	2.41%
Capital, Operations, Maintenance	\$ 2,228,122	\$ 2,185,001	\$ 2,188,334	\$ 3,333	0.15%
Guidance, Counseling, Testing	\$ 1,065,718	\$ 1,110,803	\$ 1,132,103	\$ 21,301	1.92%
Inst. Materials	\$ 873,876	\$ 1,006,104	\$ 901,817	\$ (104,287)	-10.37%
Instructional Leadership	\$ 2,931,318	\$ 3,082,942	\$ 3,144,508	\$ 61,567	2.00%
Insurance, Retirement, Other	\$ 3,978,971	\$ 4,173,276	\$ 4,486,189	\$ 312,913	7.50%
Other Teaching Services	\$ 2,408,619	\$ 2,477,389	\$ 2,589,061	\$ 111,672	4.51%
Prof. Dev.	\$ 209,594	\$ 223,799	\$ 233,943	\$ 10,145	4.53%
Pupil Services	\$ 2,080,527	\$ 2,439,488	\$ 2,596,474	\$ 156,986	6.44%
Teachers	\$ 11,695,832	\$ 12,264,738	\$ 12,616,826	\$ 352,088	2.87%
Tuitions	\$ 2,795,559	\$ 2,954,300	\$ 3,853,666	\$ 899,366	30.44%
Grand Total	\$ 31,403,624	\$ 33,097,866	\$ 34,951,408	\$ 1,853,543	5.60%



FY20 Budget

Motions for School Committee Budget Vote

***Motion for the FY20 Operating Budget Vote:**

Motion: The Hamilton-Wenham Regional School Committee approves an FY20 Total General Fund Expenditures Budget of \$33,945,132. This amount includes General Fund Operating Expenses (after Offsets) in the amount of \$33,546,760 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 4/10/2019.

***Motion for the FY20 Budget Assessment:**

Motion: The Hamilton-Wenham Regional School Committee votes to assess the Towns of Hamilton and Wenham a combined total of \$29,573,119 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 7 days of this date.

*** - The Motions above reduces the 3/27/19 SC Adopted Budget by \$250,000 associated with the OPEB Trust Fund.**

Part I ADMINISTRATION OF THE GOVERNMENT

Title IV CIVIL SERVICE, RETIREMENTS AND PENSIONS

Chapter CONTRIBUTORY GROUP GENERAL OR BLANKET
32B INSURANCE FOR PERSONS IN THE SERVICE OF
COUNTIES, CITIES, TOWNS AND DISTRICTS, AND THEIR
DEPENDENTS

Section 20 OTHER POST-EMPLOYMENT BENEFITS LIABILITY
TRUST FUND

[Text of section effective until November 7, 2016. For text effective November 7, 2016, see below.]

Section 20. (a) A city, town, district, county or municipal lighting plant that accepts this section may establish an Other Post-Employment Benefits Liability Trust Fund, and may appropriate amounts to be credited to the fund. Any interest or other income generated by the fund shall be added to and become part of the fund. Amounts that a governmental unit receives as a sponsor of a qualified retiree prescription drug plan under 42 U.S.C. section 1395w-132 may be added to and become part of the fund. All monies held in the fund shall be segregated from

other funds and shall not be subject to the claims of any general creditor of the city, town, district, county or municipal lighting plant.

(b) The custodian of the fund shall be (i) a designee appointed by the board of a municipal lighting plant; (ii) the treasurer of any other governmental unit; or (iii) if designated by the city, town, district, county or municipal lighting plant in the same manner as acceptance prescribed in this section, the State Retiree Benefits Trust Fund board of trustees established in section 24A of chapter 32A, provided that the board of trustees accepts the designation. The custodian may employ an outside custodial service to hold the monies in the fund. Monies in the fund shall be invested and reinvested by the custodian consistent with the prudent investor rule established in chapter 203C and may, with the approval of the State Retiree Benefits Trust Fund board of trustees, be invested in the State Retiree Benefits Trust Fund established in section 24 of chapter 32A.

(c) This section may be accepted in a city having a Plan D or Plan E charter, by vote of the city council; in any other city, by vote of the city council and approval of the mayor; in a town, by vote of the town at a town meeting; in a district, by vote of the governing board; in a municipal lighting plant, by vote of the board; and in a county, by vote of the county commissioners.

(d) Every city, town, district, county and municipal lighting plant shall annually submit to the public employee retirement administration commission, on or before December 31, a summary of its other post-employment benefits cost and obligations and all related information required under Government Accounting Standards Board standard 45, in this subsection called "GASB 45", covering the last fiscal or calendar year for which this information is available. On or before June 30 of the following year, the public employee retirement administration commission shall notify any entity submitting this summary of any concerns that the commission may have or any areas in which the summary does not conform to the requirements of GASB 45 or other standards that the commission may establish. The public employee retirement administration commission shall file a summary report of the information received under this subsection with the chairs of the house and senate committees on ways and means, the secretary of administration and finance and the board of trustees of the State Retiree Benefits Trust Fund.

Chapter 32B: Section 20. Other Post-Employment Benefits Liability Trust Fund; sources of funding; custodian; trustees; separate OPEB Fund board of trustees as investing authority; expenditures and investments

[Text of section as amended by 2016, 218, Sec. 15 effective November 7, 2016. For text effective until November 7, 2016, see above.]

Section 20. (a) As used in this section, and section 20A, the following words shall have the following meanings unless the context clearly requires otherwise:

"Chief executive officer", the mayor in a city or the board of selectmen in a town, unless some other municipal office is designated to be the chief executive officer pursuant to a local charter, the county commissioners in a county and the governing board, commission or committee in a district or other governmental unit.

"Commission" or "PERAC", the public employee retirement administration commission established pursuant to section 49 of chapter 7.

"GASB", the Governmental Accounting Standards Board.

"Governing body", the legislative body in a city or town, the county commissioners in a county, the regional district school committee in a regional school district, or the district meeting or other appropriating body in any other governmental unit.

"Governmental unit" or "unit", any political subdivision of the commonwealth, including a municipal lighting plant, local housing or redevelopment authority, regional council of government established pursuant to section 20 of chapter 34B and educational collaborative, as defined in section 4E of chapter 40.

"State Retiree Benefits Trust Fund board of trustees", the board of trustees established by section 24A of chapter 32A.

"Other Post-Employment Benefits Liability Trust Fund" or "OPEB Fund"; a trust fund established by a governmental unit pursuant to this section for the deposit of gifts, grants, appropriations and other funds for the: (1) benefit of retired employees and their dependents, (2) payment of required contributions by the unit to the group health insurance benefits provided to employees and their dependents after retirement and (3) reduction and elimination of the unfunded liability of the unit for such benefits.

"OPEB Fund board of trustees"; an independent board of trustees selected by the governmental unit with investing authority for the OPEB Fund.

"OPEB investing authority" or "investing authority"; the trustee or board of trustees designated by the governmental unit to invest and reinvest the OPEB Fund using the investment standard or investment vehicle established pursuant to this section.

(b) A governmental unit that accepts this section shall establish on its books and accounts the Other Post-Employment Benefits Liability Trust Fund, the assets of which shall be held solely to meet the current and future liabilities of the governmental unit for group health insurance benefits for retirees and their dependents. The governmental unit may appropriate amounts to be credited to the fund and the treasurer of the governmental unit may accept gifts, grants and other contributions to the fund. The fund shall be an expendable trust subject to appropriation and shall be managed

by a trustee or a board of trustees as provided in subsection (d). Any interest or other income generated by the fund shall be added to and become part of the fund. Amounts that a governmental unit receives as a sponsor of a qualified retiree prescription drug plan pursuant to 42 U.S.C. section 1395w-132 may be dedicated to and become part of the fund by vote of the governing body of the governmental unit. All monies held in the fund shall be accounted for separately from other funds of the governmental unit and shall not be subject to the claims of any general creditor of the governmental unit.

(c) The treasurer of the governmental unit shall be the custodian of the OPEB Fund and shall be bonded in any additional amounts necessary to protect fund assets.

(d) The governing body of the governmental unit shall designate a trustee or board of trustees, which shall have general supervision of the management, investment and reinvestment of the OPEB Fund. The governing body may designate as the trustee or board of trustees: (i) the custodian; (ii) the governmental unit's retirement board as the board of trustees; or (iii) an OPEB Fund board of trustees established by the governmental unit pursuant to subsection (e). If no designation is made, the custodian of the fund shall be the trustee and shall manage and invest the fund. The duties and obligations of the trustee or board of trustees with respect to the fund shall be set forth in a declaration of trust to be adopted by the trustee or board, but shall not be inconsistent with this section. The declaration of trust and any amendments thereto

shall be filed with the chief executive officer and the clerk of the governing body of the governmental unit and take effect 90 days after the date filed, unless the governing body votes to disapprove the declaration or amendment within that period. The trustee or board of trustees may employ reputable and knowledgeable investment consultants to assist in determining appropriate investments and pay for those services from the fund, if authorized by the governing body of the governmental unit. The trustee or board of trustees may, with the approval of the State Retiree Benefits Trust Fund board of trustees, invest the OPEB Fund in the State Retiree Benefits Trust Fund established in section 24 of chapter 32A.

(e) The governing body of the governmental unit may vote to establish a separate OPEB Fund board of trustees to be the investing authority. The board of trustees shall consist of 5 to 13 individuals, including a person or persons with the investment experience desired by the governmental unit, a citizen or citizens of the governmental unit, an employee of the governmental unit, a retiree or retirees of the governmental unit, and a governmental unit officer or officers. The governmental unit employee trustee shall be selected by current employees of the unit by ballot, and the retiree trustee or trustees shall be selected by current retirees of the unit by ballot. The remainder of the trustees shall be appointed by the chief executive officer of the governmental unit. The trustees will serve for terms of 3 or 5 years, as determined by the governing body of the governmental unit, and if a vacancy occurs,

a trustee may be elected or selected in the same manner to serve for the remainder of the term. Trustees shall be eligible for reappointment.

(f) The trustee or board of trustees shall: (i) act in a fiduciary capacity, (ii) discharge its duties for the primary purpose of enhancing the value of the OPEB Fund, (iii) act with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise with like character and with like aims and (iv) diversify the investments in the fund to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.

In any civil action brought against a trustee, the board of trustees, acting within the scope of official duties, the defense or settlement of which is made by legal counsel for the governmental unit, the trustee or employee shall be indemnified from the OPEB Fund for all expenses incurred in the defense thereof and for damages to the same extent as provided for public employees in chapter 258. No trustee or employee shall be indemnified for expenses in an action or damages awarded in such action in which there is: (i) a breach of fiduciary duty, (ii) an act of willful dishonesty or (iii) an intentional violation of law by the trustee or employee.

(g) Monies in the OPEB Fund not required for expenditures or anticipated expenditures within the investment period, shall be invested and reinvested by the custodian as directed by the

investing authority from time to time; provided such investment or reinvestment is made in accordance with: (i) section 54 of chapter 44, if the treasurer or OPEB Fund board of trustees is the investing authority, unless the governing body of the governmental unit authorizes investment under the prudent investor rule established in chapter 203C; (ii) section 23 of chapter 32, if the retirement board is the investing authority; or (iii) sections 24 and 24A of chapter 32A, if the OPEB Fund is invested in the State Retiree Benefits Trust Fund.

(h) Amounts in the OPEB Fund may be appropriated by a two-thirds vote of the governing body of the governmental unit to pay the unit's share of health insurance benefits for retirees and their dependents upon certification by the trustee or board of trustees that such amounts are available in the fund. The treasurer of the governmental unit after consulting with the chief executive officer of the unit shall determine the amount to be appropriated from the fund to the annual budget for retiree health insurance and notify the trustee or board of trustees of that amount at the earliest possible opportunity in the annual budget cycle. Upon notification, the trustee or board of trustees shall take diligent steps to certify those funds as available for appropriation by the governmental unit, or will be available by the time the appropriation would become effective or provide an explanation why the funds are or will not be available or should not be made available.

(i) In a regional school district, appropriations of amounts to the OPEB Fund may be made only in the annual budget submitted to the member cities and towns for approval. The annual report submitted to the member cities and towns pursuant to clause (k) of section 16 of chapter 71 shall include a statement of the balance in the fund and all additions to and appropriations from the fund during the period covered by such report.

(j) A municipal lighting plant that establishes an OPEB fund shall pay the premiums and assume the liability for the municipal share of retiree healthcare benefits attributable to lighting plant employees and their dependents.

(k) A governmental unit that accepts this section may participate in the OPEB Fund established by another governmental unit pursuant to this section upon authorization of the governing boards of both units and in accordance with the procedures and criteria established by the trustee or board of trustees of the fund. Each governmental unit shall remain responsible for all costs attributable for the health care and other post-employment obligations for its retired employees and their dependents and for completing an actuarial valuation of its liabilities and funding schedule that conforms to GASB requirements.

The participating governmental unit may appropriate or otherwise contribute amounts to the OPEB Fund as provided in subsection (b). Amounts from the fund may be appropriated by the participating unit for its retiree health insurance expenses in the

manner authorized in subsection (h) upon a determination by the treasurer of the unit, after consulting with the chief executive officer of the unit, of the necessary amount and notification of the treasurer of the governmental unit maintaining the fund and the trustee or board of trustees of that amount. The trustee or board of trustees shall certify those funds available for appropriation, as provided in subsection (h), and the treasurer of the governmental unit maintaining the fund shall transfer the amounts certified to the participating governmental unit.

The participating governmental unit shall be separately credited for any contributions made to and appropriations from the OPEB Fund, and interest or other income generated by the fund, in the accounting of the relative liabilities of each governmental unit for its retirees and their dependents.

(l) This section may be accepted in a city or town in the manner provided in section 4 of chapter 4; in a county, by vote of the county commissioners; in a regional school district, by vote of the regional school committee; and in a district or other governmental unit, by vote of the district meeting or other appropriating body.

(m) This section shall also apply to the OPEB Fund established by a governmental unit under a special law, notwithstanding any provision to the contrary, upon the acceptance of this section by the governmental unit.

Education Laws and Regulations

603 CMR 41.00: Regional School Districts

Section:

- [41.01: Definitions](#)
 - [41.02: Reorganization Procedures](#)
 - [41.03: Department of Elementary and Secondary Education Approval](#)
 - [41.04: Municipal Representatives in Regional School District Collective Bargaining](#)
 - [41.05: Regional School District Budgets](#)
 - [41.06: Excess and Deficiency Funds](#)
 - [41.07: Fiscal Control of Regional School Districts by the Commissioner](#)
- [View All Sections](#)

41.05: Regional School District Budgets

(1) Initial Adoption by the School Committee

(a) The regional school committee shall propose, by a majority vote, a budget containing all proposed operating expenditures, capital expenditures, and debt service payments to be paid from general revenues of the regional school district. The budget shall be classified into such line items as the regional school committee shall determine, provided that such line items shall be consistent with but need not be to the same level of detail as the chart of accounts required for the end of year reporting of expenditures pursuant to 603 CMR 10.03(3).

(b) The budget shall identify each separate revenue source, and the amount estimated for each revenue source; shall specify whether members' assessments are to be calculated pursuant to the statutory assessment method or the alternative assessment method; and shall specify the total amounts to be assessed to the members for the support of the budget.

(c) The regional school committee may include a line item in the budget for a reserve for extraordinary and unanticipated expenditures.

(d) The regional school committee may include a line item in the budget for transfers into a stabilization fund established pursuant to M.G.L. c.71, § 16G½. Proposed expenditures from this stabilization fund shall not be included in the budget, but shall be governed by the requirements of M.G.L. c.71, § 16G½.

(e) Expenditures from grant funds, revolving funds, trust funds, and other funds that by law may be expended by the regional school committee without further appropriation, shall not be included in the budget. A summary of projected receipts and expenditures in such funds shall be provided to the members for informational purposes only along with the budget.

(g) The regional school committee shall hold a public hearing on the proposed budget and, following such hearing, shall adopt a budget by a two-thirds vote, incorporating such changes from the proposed budget as the regional school committee deems appropriate.

(h) The treasurer of the regional school district shall certify and transmit the budget and the assessments to each member within 30 days after the school committee's adoption of the budget and, in any event, no later than April 30.

(2) Initial Action by the Local Appropriating Authorities

(a) The budget as adopted by the regional school committee and the member's assessment as certified by the treasurer of the regional school district, shall be placed before each local appropriating authority for its consideration. Notwithstanding provisions in the regional agreement to the contrary, approval of the budget shall require an affirmative vote of the appropriating authorities of two-thirds of the members. A vote by the local appropriating authority to appropriate the member's assessment shall constitute approval of the regional school district's budget. The use of the alternate assessment method shall require the approval of all of the members; such approval may be given by a separate vote of the appropriating authority, or if a separate vote is not taken, approval of a budget or assessment based on the alternate method shall be deemed approval of the method.

(b) If a local appropriating authority votes to appropriate a lower amount than the assessment as certified by the treasurer of the regional school district, such vote shall not constitute approval of the budget as submitted by the regional school committee. The regional school committee may consider such votes when it reconsiders the budget pursuant to 603 CMR 41.05(3).

(c) Approval of a budget based on the alternative assessment method shall be reported to the commissioner on the district's end of year financial returns.

(3) Reconsideration of Rejected Budgets

(a) If the budget is not approved by two-thirds of the members, the regional school committee shall have 30 days from the date of disapproval by more than one-third of the members to reconsider, amend, and adopt a revised budget. With the approval of the Commissioner, this 30-day period may be extended an additional 15 days. Where the local appropriating authority is a town meeting and the annual town meeting is dissolved prior to voting on the budget, the budget shall be deemed disapproved by that member as of the date of such dissolution.

(b) The revised budget adopted by the regional school committee and the assessments corresponding to such budget may be less than, equal to, or greater than the amounts in the previously adopted budget.

(c) Within seven days following the regional school committee's adoption of a revised budget, the treasurer of the regional school district shall calculate and certify the assessment of each member and shall transmit the assessments and a copy of the revised budget to the members. Each member's local appropriating authority shall have 45 days from the date of the regional school committee's vote to meet and consider the revised budget.

(d) The approval of a revised budget shall be as set forth in 603 CMR 41.05(2)(a). If a local appropriating authority does not vote on the revised budget within the 45-day period, that member shall be deemed to have approved the revised budget.

(e) In a regional school district comprised of three or more members, if the revised budget is not approved, the regional school committee shall again reconsider, amend, and adopt a revised budget. The revised budget shall be resubmitted to the members pursuant to the provisions of 603 CMR 41.05(3).

(f) In a regional school district comprised of two members, if the revised budget is not approved by both members, the regional school committee shall again reconsider, amend, and adopt a revised budget and shall convene a district-wide meeting, at which the revised budget shall be placed before all voters eligible to vote at said meeting. If a majority of voters at this district-wide meeting votes to approve the revised budget, such vote shall constitute approval. If a majority of voters at this meeting votes to approve a greater or lesser amount for the budget, such amount shall be placed before the regional school committee for its ratification. If the regional school committee by a two-thirds vote ratifies this amount, it shall constitute approval. If the regional school committee rejects such greater or lesser amount, it shall again reconsider, amend, and adopt a revised budget and shall reconvene a district-wide meeting pursuant to the provisions of 603 CMR 41.05(3)(f).

(g) A district-wide meeting convened in accordance with 603 CMR 41.05(3)(f) shall only consider budgets based on the statutory assessment method.

(h) A regional school committee may reconsider, amend, and adopt a revised budget at any time prior to the approval of a previously adopted budget.

(i) If a local appropriating authority votes to approve an adopted budget subsequent to the required date for such action but prior to the regional school committee's revision of the budget, such vote shall be deemed valid.

(j) Whenever a member's assessment is reduced to a smaller amount than previously appropriated by the local appropriating authority, that appropriation shall automatically be reduced to the lesser amount.

(4) Establishment of Budgets by the Commissioner

(a) If the operating budget for a regional school district has not been approved by July 1, the superintendent of schools shall notify the Commissioner, and the Commissioner shall establish an interim monthly budget for the regional school district. The interim monthly budget shall be one-twelfth of the regional school district's budget for the prior fiscal year or such higher amount as the Commissioner may determine. The interim monthly budget shall remain in effect until an operating budget is approved pursuant to 603 CMR 41.05(3) or December 1, whichever comes earlier.

(b) If a regional school district's budget has not been approved by December 1 of the fiscal year, the Commissioner shall assume fiscal control of the regional school district pursuant to M.G.L. c.71, §16B, and 603 CMR 41.07, and shall establish the final budget for the fiscal year.

(c) Whenever the Commissioner establishes an interim or final budget for a regional school district under the provisions of this section, the treasurer of the regional school district shall calculate and certify to the members their respective assessments. Every member shall pay its respective assessment in accordance with the payment schedule in the regional agreement. The appropriation of funds to pay an assessment ordered by the Commissioner under 603 CMR 41.05(4) shall not be deemed approval by the municipality of the district's budget.

(5) Amendments to Approved Budgets

(a) A regional school committee may propose, with a two-thirds vote, an amendment to a previously approved budget. If such amendment results in an increase in the total amount of the budget or an increase in assessment for any member, such amendment shall be submitted to the local appropriating authorities for their approval. The treasurer of the regional school district shall submit the proposed amendment to the members within 7 days from the date of the regional school committee vote. The local appropriating authority of every member shall have 45 days from the date of the regional school committee's vote to meet and consider the amendment. The proposed amendment shall be effective if it is approved by two-thirds of the local appropriating authorities and by the local appropriating authority of any member whose assessment is increased.

(b) If a local appropriating authority does not vote on the proposed amendment within the 45-day period and that local appropriating authority has previously appropriated funds for its assessment in an amount greater than or equal to the member's assessment for the amended budget, that member shall be deemed to have approved the amended budget.

(c) If a proposed amendment to a previously approved budget does not increase the total amount of the budget and reduces or leaves unchanged the assessment for every member, the amendment shall not require approval by the local appropriating authorities and shall be effective upon a two-thirds vote of the regional school committee.

(d) If the Commissioner adjusts the required local contribution of any member or members subsequent to the approval of the budget, the regional school committee shall propose an amendment to the budget to reflect such adjustments.

(e) Whenever a member's assessment is reduced to a smaller amount than previously appropriated by the local appropriating authority, the appropriation shall automatically be deemed to be reduced to such lesser amount.

(f) Transfers from one budget line item to another shall require and be effective upon approval of the regional school committee. Such approval shall be by a majority vote of the regional school committee unless otherwise specified in the regional agreement. Authority for such transfers may not be delegated.

(6) Changes to Budget upon Admission or Withdrawal of Members

(a) The treasurer of the regional school district shall include prospective members in the calculation of assessments for the fiscal year in which the members will be admitted. If such assessments are based upon enrollment in the prior fiscal year, the treasurer of the regional school district, with the approval of the Commissioner, shall estimate the enrollment to be used for prospective members. The local appropriating authorities of prospective members shall vote on the district budget for the fiscal year in which the members will be admitted and on the same terms and conditions as if they were a member.

(b) The treasurer of the regional school district shall exclude withdrawing members from the calculation of assessments for the fiscal year in which such withdrawal will take place. The local appropriating authority of the withdrawing members shall not vote on the district budget for the fiscal year in which they will no longer be a member.

(7) Department Opinions. The regional school committee or the mayor or board of selectmen of a member may request that the Commissioner issue an opinion as to whether (a) the assessments of members have been calculated correctly; and (b) whether the budget of the regional school district has been approved in accordance with statutory and regulatory requirements.

(8) State Review. The Commissioner, in consultation with the Commissioner of Revenue, may request any regional school committee to submit its proposed budget for review prior to its adoption by the regional school committee. Upon such request, the regional school committee shall provide the Department within 7 days with a copy of its proposed budget and all other information as requested by the Commissioner. The regional school committee shall not vote on the adoption of the budget, and the treasurer of the regional school district shall not certify assessments to the members unless and until the Commissioner and the Commissioner of Revenue jointly determine that the proposed budget is in balance.

Regulatory Authority:

603 CMR 41.00: M.G.L. c. 69, §1B; c. 71, §14B and §16D; c. 150E, §1.

Most Recently Amended by the Board of Education: May 19, 2009

Disclaimer:

For an official copy of these regulations, please contact the [State House Bookstore](#), at 617-727-2834.